



EMPLOYEE HANDBOOK

& Orientation Guide

Norweld Ltd.

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www.norweld.com

Building Excellence Since 1973

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Welcome to Norweld Ltd.

On behalf of everyone at Norweld, we are pleased to welcome you to our team. Whether you are joining us as a welder, fitter, operator, or in another capacity, you are now part of a company with a proud history of excellence spanning over 50 years.

Since our founding in 1973 by Leon Wesley Welch, Norweld has been dedicated to delivering exceptional welding and metal fabrication solutions. As a family-run business, we take pride in our work and strive to treat our employees and customers with the utmost respect. Our CWB-certified team has built a reputation for quality craftsmanship, reliability, and innovation throughout Orillia, Simcoe County, and beyond.

This handbook is designed to help you understand our company policies, your rights and responsibilities, and what you can expect as a member of the Norweld team. We encourage you to read it carefully and refer to it whenever questions arise. If you need clarification on any policy or procedure, please don't hesitate to reach out to your supervisor or our management team.

We are committed to providing a safe, respectful, and rewarding work environment where every team member can thrive. We look forward to working with you and building great things together.

Important: Please read this handbook thoroughly and sign the acknowledgement form at the end. If you have any questions, contact your supervisor or management team.

About Norweld Ltd.

Our History

Norweld Ltd. was established in **1973** by **Leon Wesley Welch** in Orillia, Ontario. With a passion for quality and community service, Leon laid the foundation for a company built on craftsmanship, reliability, and customer satisfaction. In its early years, Norweld focused on essential steelwork, including structural steel, stairs, railings, and more, playing a pivotal role in shaping Orillia's construction landscape.

Today, Norweld continues that legacy as a **family-run company**, serving local businesses and individuals with the same commitment to excellence that Leon established over 50 years ago.

Our Services

Norweld Ltd. provides comprehensive welding and metal fabrication solutions for industrial, commercial, institutional, and residential clients throughout Ontario. Our services include:

- **Structural Steel Fabrication & Erection** - Custom structural steel components for buildings, facilities, and infrastructure projects
- **General Welding Services** - From small repairs to large-scale fabrication projects
- **CNC Plasma Cutting** - Precision cutting of various metals using state-of-the-art plasma table technology
- **Shearing & Bending Services** - Heavy structural steel, carbon steel, and checker plate processing
- **Custom Metal Fabrication** - Stairs, railings, platforms, guards, and specialized components
- **Mobile Crane Services** - Boom truck rental and hoisting services for material transport and installation
- **Overhead Crane Operations** - In-house lifting and material handling
- **Metal Supply Services** - Miscellaneous metal products for contractors and DIY enthusiasts
- **Job Shop Services** - Quick repairs, custom builds, and specialized fabrication work

Our Commitment

Excellence is at the core of everything we do at Norweld Ltd.

We are dedicated to:

- **Quality Craftsmanship** - Every project reflects our commitment to precision and durability
- **Safety First** - Maintaining the highest standards of workplace safety
- **Customer Satisfaction** - Tailoring solutions to meet diverse client needs
- **Continuous Improvement** - Leveraging advanced equipment and techniques
- **Community Service** - Proudly serving Orillia and surrounding communities
- **CWB Certification** - Maintaining Canadian Welding Bureau standards

Service Area

While based in Orillia, we proudly serve clients throughout:

- Simcoe County
- Barrie, Midland, Gravenhurst, Huntsville
- Muskoka region
- All of Ontario

Purpose of This Handbook

This Employee Handbook was created to ensure all employees understand their job requirements, limitations, company policies, and safety procedures while working at Norweld Ltd. This handbook serves multiple purposes:

1. Orientation Tool

To help new employees become familiar with Norweld's operations, culture, and expectations

2. Reference Guide

To provide ongoing guidance on policies and procedures

3. Clear Communication

To ensure consistent understanding of employment terms and workplace standards

4. Safety Resource

To outline critical health and safety procedures

5. Legal Compliance

To meet Ontario Employment Standards Act requirements

This handbook applies to **all employees** of Norweld Ltd., regardless of position or employment status. All employees are expected to read, understand, and comply with the policies outlined herein.

Important Notes:

- This handbook does not constitute an employment contract
- Policies may be updated from time to time; employees will be notified of changes
- When policies conflict, the most current written policy prevails
- Questions about this handbook should be directed to management

Contact Information

Management Team

Owner/President

Lisa Madden

Phone: 705-323-3351

Email: madden@lwmlaw.com

General Manager

Enzo Borrelli

Phone: 705-303-3364

Email: enzo@norweld.com

Operations Coordinator

Sharon Mueller

Phone: 705-309-1508

Email: sharon@norweld.com

Payroll & Benefits Administrator

Karen King

Email: karen@norweld.com

Company Contact

Main Office

Norweld Ltd.

449 West St South

Orillia, ON L3V 5H2

Phone: 705-326-3619

Fax: 705-326-6099

Website: www.norweld.com

Business Hours

Monday to Friday: 7:00 AM - 4:00 PM

(Hours may vary based on project demands)

Employment

Equal Opportunity Employment

Norweld Ltd. is an equal opportunity employer committed to giving each employee and potential employee equal opportunities for employment, advancement, and daily work, regardless of:

- Race, ancestry, place of origin, colour, ethnic origin, citizenship
- Creed (religion)
- Sex (including pregnancy and breastfeeding)
- Sexual orientation, gender identity, gender expression
- Age
- Marital status, family status
- Disability (physical or mental)
- Record of offences (criminal conviction for provincial offences, or pardoned federal offences)

We are committed to fair treatment of all applicants and employees in accordance with the Ontario Human Rights Code and all applicable employment legislation.

Hiring Process

Application & Interview

All candidates will undergo a fair and thorough hiring process, including:

1. Application review
2. Interview with management
3. Reference checks
4. Skills assessment (where applicable)
5. Review of certifications and licenses

Pre-Employment Requirements

Depending on the position, you may be required to provide:

- Valid driver's license (for positions requiring vehicle operation)
- Certifications (welding tickets, crane operator license, etc.)
- Safety training certificates
- Criminal record check (for certain positions)
- Medical clearance (for positions with specific physical requirements)

Job Offer

Upon successful completion of the hiring process, you will receive a written job offer outlining:

- Position title
- Rate of pay
- Position type (full-time, part-time, contract)
- Start date
- Reporting structure
- Any special conditions of employment

Job Descriptions

PLASMA TABLE OPERATOR

POSITION SUMMARY

The Plasma Table Operator is responsible for operating CNC plasma cutting equipment to cut various metals according to specifications and engineering drawings. This position requires attention to detail, technical aptitude, and adherence to safety protocols.

KEY RESPONSIBILITIES

- Set up and operate CNC plasma cutting table according to production schedules
- Review and interpret engineering drawings, blueprints, and cutting files
- Load and program cutting patterns into CNC system
- Select appropriate materials and verify material specifications
- Perform pre-operation equipment checks and maintenance
- Monitor cutting operations to ensure quality and accuracy
- Perform quality checks on finished parts using measuring tools
- Make adjustments to cutting parameters as needed
- Maintain accurate production records and documentation
- Perform routine maintenance and troubleshooting of plasma table
- Ensure proper material handling and storage
- Maintain clean and organized work area
- Follow all safety procedures and wear required PPE

QUALIFICATIONS & SKILLS

- High school diploma or equivalent
- Previous experience with CNC plasma cutting preferred
- Ability to read and interpret blueprints and technical drawings
- Basic computer skills for CNC operation
- Understanding of metal properties and cutting parameters
- Strong attention to detail and quality focus
- Good math skills for measurements and calculations
- Mechanical aptitude and problem-solving abilities

PHYSICAL REQUIREMENTS

- Ability to stand for extended periods
- Ability to lift and move materials up to 50 lbs
- Manual dexterity for equipment operation
- Visual acuity for quality inspection

MANDATORY SAFETY REQUIREMENTS:

- **Steel-toed safety boots (CSA approved) - REQUIRED AT ALL TIMES**
- **Safety glasses with side shields - REQUIRED AT ALL TIMES**
- **Hearing protection in designated areas**
- **Protective gloves when handling materials**

WELDER

POSITION SUMMARY

Welders at Norweld are responsible for performing various welding operations on structural steel, carbon steel, stainless steel, and aluminum to fabricate and repair metal components. Our CWB-certified welders maintain the highest standards of quality and safety.

KEY RESPONSIBILITIES

- Perform welding operations using various processes:
 - GMAW (MIG) welding
 - SMAW (Stick) welding
 - FCAW (Flux-cored) welding
 - GTAW (TIG) welding (for qualified positions)
- Read and interpret blueprints, welding symbols, and specifications
- Set up welding equipment and select appropriate electrodes/wire
- Prepare materials for welding (cleaning, grinding, beveling)
- Position and secure workpieces using jigs, fixtures, and clamps
- Perform welding in various positions (flat, horizontal, vertical, overhead)
- Conduct visual inspection of welds for quality and compliance
- Maintain welding equipment and tools in good condition
- Follow CWB standards and procedures
- Adhere to all safety procedures and wear required PPE

QUALIFICATIONS & SKILLS

- Valid CWB welding certification (or ability to obtain)
- Minimum 2 years welding experience (preferred)
- Ability to weld in all positions
- Strong knowledge of welding processes and techniques
- Blueprint reading ability
- Understanding of metallurgy and weld quality standards
- Attention to detail and quality workmanship

CERTIFICATIONS REQUIRED/PREFERRED

- **Required:** CWB certification in relevant processes
- **Required:** WHMIS certification
- Fall protection certification (for structural work)
- Forklift operator license (asset)
- Overhead crane operator training (asset)
- First Aid/CPR (asset)

MANDATORY SAFETY REQUIREMENTS:

- **Steel-toed safety boots (CSA approved)**
- **Welding helmet with appropriate lens shade**
- **Safety glasses with side shields**
- **Welding gloves and FR-rated protective clothing**
- **Hearing protection**
- **Respirator when required**
- **Fall protection equipment when working at heights**

Advancement Opportunities: Senior Welder, Lead Welder, Welding Supervisor, CWB Welding Inspector (with additional training)

FITTER

POSITION SUMMARY

Fitters are responsible for assembling, fitting, and preparing metal components for welding and fabrication. This position requires strong measurement skills, attention to detail, and the ability to work from engineering drawings.

KEY RESPONSIBILITIES

- Read and interpret blueprints, shop drawings, and specifications
- Lay out, measure, and mark materials for cutting and fitting
- Assemble components using clamps, jigs, and fixtures
- Perform fit-up operations to prepare assemblies for welding
- Use measuring instruments (tape measures, squares, levels, protractors)
- Ensure proper alignment, dimensions, and tolerances
- Tack weld components to hold assemblies (if qualified)
- Perform minor grinding, filing, and finishing operations
- Assist welders with component positioning and setup
- Use hand and power tools safely and effectively
- Operate overhead cranes and material handling equipment

QUALIFICATIONS & SKILLS

- High school diploma or equivalent
- Previous fitting or fabrication experience preferred
- Strong blueprint reading ability
- Proficiency with measuring instruments and layout tools
- Good mathematical skills for measurements and calculations
- Understanding of metal fabrication processes
- Attention to detail and commitment to quality
- Strong problem-solving abilities

PHYSICAL REQUIREMENTS

- Ability to work in various positions (standing, kneeling, bending, reaching)
- Ability to lift and carry materials up to 50 lbs regularly
- Manual dexterity for using tools and equipment
- Visual acuity for precise measurements
- Physical stamina for extended periods of physical work

MANDATORY SAFETY REQUIREMENTS:

- **Steel-toed safety boots (CSA approved)**
- **Safety glasses with side shields**
- **Hearing protection**
- **Work gloves appropriate for tasks**
- **Hard hat when required**
- **Fall protection equipment when working at heights**

SAW OPERATOR

POSITION SUMMARY

Saw Operators are responsible for safely operating various types of cutting equipment (band saws, cold saws, chop saws) to cut metal materials to specified dimensions. This position requires attention to detail, safety consciousness, and the ability to work efficiently.

KEY RESPONSIBILITIES

- Operate band saws, cold saws, and other cutting equipment
- Read and interpret cut lists, drawings, and work orders
- Measure and mark materials accurately for cutting
- Set up saw equipment with appropriate blade and cutting parameters
- Select proper materials based on specifications
- Perform straight cuts, angle cuts, and mitered cuts as required
- Verify dimensions of cut pieces using measuring tools
- Deburr and clean cut edges as necessary
- Maintain accurate records of materials cut and inventory used
- Perform routine maintenance on saw equipment
- Change saw blades and make adjustments as needed
- Follow all lockout/tagout procedures

CERTIFICATIONS REQUIRED

- **REQUIRED:** WHMIS certification
- **REQUIRED:** Forklift operator license
- **REQUIRED:** Overhead crane operator training
- **REQUIRED:** Lockout/Tagout training

CRITICAL SAFETY REQUIREMENTS:

- **Steel-toed safety boots (CSA approved) - MANDATORY**
- **Safety glasses with side shields - MANDATORY**
- **Hearing protection - MANDATORY**
- **Work gloves for material handling**
- **Long sleeves and pants (NO SHORTS)**
- **NO loose clothing, jewelry, or long hair near equipment**
- **Face shield when required**

Safety Note: Saw operation requires constant attention and adherence to all safety protocols. Never operate equipment if distracted or fatigued.

OVERHEAD CRANE OPERATOR

IMPORTANT NOTICE

All employees at Norweld may be required to operate overhead cranes as part of their daily duties. Overhead crane operation is an essential skill for safe and efficient material handling throughout our facility.

This is not a standalone position but a skill required across multiple roles including welders, fitters, operators, and laborers.

KEY RESPONSIBILITIES

- Safely operate overhead bridge cranes to lift, move, and position materials
- Conduct pre-operation inspections of crane and lifting equipment
- Select appropriate lifting devices (slings, chains, hooks, magnets)
- Calculate load weights and ensure loads are within crane capacity
- Position crane and hoist precisely for safe lifting operations
- Communicate effectively with ground personnel using hand signals
- Secure loads properly to prevent shifting or falling
- Move materials to designated storage or work areas
- Report any equipment defects or safety concerns immediately
- Follow all lockout/tagout procedures for maintenance

TRAINING REQUIREMENTS (ALL PERSONNEL)

- Overhead crane operator training course (minimum 8 hours)
- Practical evaluation and sign-off by supervisor
- WHMIS training
- Rigging and slinging techniques
- Load calculation and capacity limits
- Hand signals and communication protocols
- Emergency procedures
- Annual refresher training
- Re-certification every 3 years or as required

PRE-OPERATION INSPECTION - REQUIRED BEFORE EACH USE:

- **Inspect wire rope or chain for wear, damage, or kinks**
- **Check hooks for deformation, cracks, or missing safety latches**
- **Verify controls function properly (up, down, forward, reverse, stop)**
- **Check limit switches and emergency stop**
- **Inspect runway and trolley for obstructions**
- **Verify warning devices (horn, lights) are functional**
- **Check lifting attachments (slings, shackles, magnets)**
- **Report any defects immediately - DO NOT OPERATE**

OPERATING RULES - MUST BE FOLLOWED:

- **NEVER** exceed rated load capacity of crane or rigging
- **NEVER** lift loads over people
- **NEVER** leave a suspended load unattended
- Always use proper rigging techniques
- Always attach load to load hook - never to hoist or boom
- Keep hands clear of pinch points
- Stand clear of suspended loads
- Sound warning horn before moving load
- Stop operations immediately if visibility is impaired
- Never make sudden starts, stops, or direction changes
- Always land loads on stable, level surfaces
- **NEVER** use crane for side pulls or dragging loads

STRICTLY PROHIBITED:

- Operating crane while under influence of drugs or alcohol
- Operating crane without proper training and authorization
- Lifting personnel with overhead crane (unless specifically designed)
- Using crane beyond its rated capacity
- Making repairs while crane is energized
- Operating crane with known defects
- Horseplay or unauthorized operation

OPERATIONS COORDINATOR

POSITION SUMMARY

The Operations Coordinator is responsible for coordinating day-to-day operations, managing administrative functions, supporting project execution, and serving as a key liaison between management, employees, and customers. This position requires strong organizational skills, excellent communication abilities, and the capability to manage multiple priorities simultaneously.

KEY RESPONSIBILITIES

Administrative Coordination

- Coordinate daily operations and administrative functions
- Manage employee time tracking and attendance records in Infor Visual 11
- Process and coordinate vacation requests and time-off approvals in system
- Maintain employee records and personnel files
- Coordinate new employee onboarding and Infor Visual training
- Set up new user accounts and access permissions in ERP system
- Manage office supplies and equipment
- Handle incoming calls, emails, and customer inquiries
- Prepare and distribute internal communications
- Coordinate meetings and maintain calendars
- Generate reports from Infor Visual for management review

Project Support

- Support project managers with logistics and coordination
- Track project timelines and deliverables in Infor Visual
- Monitor job status and progress in ERP system
- Facilitate communication between shop floor and management
- Maintain project documentation and filing systems
- Coordinate delivery schedules and customer communications
- Run production and scheduling reports from Infor Visual

Safety and Compliance

- Maintain safety training records and certifications
- Coordinate safety training sessions
- Assist with accident reporting and documentation
- Maintain WHMIS and safety data sheets
- Support health and safety committee activities

Human Resources Support

- Coordinate recruitment and hiring processes
- Process employment documentation
- Coordinate benefits enrollment and changes
- Handle employee inquiries regarding policies and procedures
- Support performance review processes
- Maintain employee handbook and policy updates

QUALIFICATIONS & SKILLS

- Post-secondary education in Business Administration or related field (preferred)
- Minimum 3-5 years experience in operations or administrative coordination
- Manufacturing or industrial environment experience preferred
- Experience with ERP systems, preferably Infor Visual 11
- Strong organizational and multitasking abilities
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook)
- Experience with scheduling and project management software
- Strong interpersonal skills and ability to work with diverse teams
- Problem-solving abilities and initiative
- Attention to detail and accuracy
- Ability to maintain confidentiality
- Customer service orientation

TECHNICAL SKILLS

- Infor Visual 11 system administration and user support
- Computer literacy and database management
- Document management systems
- Email and calendar management
- Report generation and data analysis in ERP systems
- Basic understanding of fabrication/manufacturing processes (asset)
- Time tracking and payroll systems

PERSONAL ATTRIBUTES

- Professional demeanor and appearance
- Positive attitude and team player
- Adaptable and flexible to changing priorities
- Self-motivated and proactive
- Strong work ethic and reliability
- Ability to work under pressure and meet deadlines

Working Conditions: Office environment with occasional visits to shop floor. Standard business hours Monday-Friday with occasional overtime as needed. Computer-based work requiring extended periods at desk.

PRODUCTION COORDINATOR / PURCHASER

POSITION SUMMARY

The Production Coordinator/Purchaser is responsible for planning and coordinating production schedules, managing all aspects of material procurement and vendor relations, maintaining inventory levels, and ensuring efficient workflow throughout the fabrication shop. This position serves as the critical link between sales, production, suppliers, and project management, ensuring projects are completed on time with appropriate materials while optimizing costs and minimizing waste.

KEY RESPONSIBILITIES

Production Planning & Scheduling

- Develop and maintain production schedules for all shop projects
- Manage employee scheduling across shop and field projects
- Coordinate equipment and vehicle scheduling for production and delivery
- Coordinate workflow between plasma cutting, fitting, welding, and finishing
- Prioritize jobs based on deadlines and resource availability
- Allocate labor and equipment to meet production targets
- Monitor production progress and adjust schedules as needed
- Coordinate with project managers on job status and timelines
- Track job progress and identify bottlenecks
- Generate daily/weekly production reports
- Coordinate overtime and shift requirements

Material Procurement & Purchasing

- Review job requirements and material specifications
- Prepare bills of material for purchasing from shop drawings
- Optimize material usage to minimize waste
- Calculate weights and quantities for material orders
- Prepare and issue purchase orders for materials and supplies
- Source materials from approved suppliers
- Maintain relationships with material suppliers
- Obtain current pricing for steel and materials
- Negotiate pricing and delivery terms with vendors
- Expedite material deliveries to meet production schedules
- Evaluate new suppliers and products
- Maintain vendor database and pricing information
- Coordinate with suppliers on material availability
- Source specialty items and hard-to-find materials
- Process supplier invoices and resolve discrepancies
- Track material costs and maintain budget controls

Inventory Management

- Maintain optimal inventory levels of steel, consumables, and supplies
- Conduct regular inventory counts and reconciliation
- Manage inventory tracking system
- Coordinate material receiving and inspection
- Organize and maintain material storage areas
- Implement inventory control procedures
- Minimize waste and optimize material usage
- Coordinate disposal of scrap and remnants

Coordination & Communication

- Communicate daily priorities to shop supervisors and leads
- Coordinate with estimating on material requirements and current pricing
- Coordinate with detailers on material specifications and takeoffs
- Work with project managers on delivery schedules and material needs
- Interface with customers regarding material specifications when needed
- Coordinate crane and equipment scheduling for material handling
- Resolve production issues and material shortages
- Facilitate communication between office, shop floor, and vendors
- Provide vendor performance feedback to management

QUALIFICATIONS & SKILLS

- Post-secondary education in Business, Supply Chain Management, or related field preferred
- Minimum 3-5 years experience in production planning or purchasing
- Manufacturing or fabrication industry experience required
- Strong experience with ERP systems, preferably Infor Visual 11
- Proficiency with Infor Visual MRP, scheduling, purchasing, and inventory modules
- Strong understanding of steel products, grades, and specifications
- Knowledge of fabrication processes and shop operations
- Experience with production planning software
- Proficiency with Microsoft Excel and inventory management systems
- Strong vendor management and negotiation skills
- Ability to optimize material usage and minimize waste
- Strong analytical and problem-solving skills
- Excellent organizational and time management abilities
- Effective communication and negotiation skills
- Ability to work under pressure and meet tight deadlines
- Detail-oriented with strong accuracy
- Ability to manage multiple priorities simultaneously

TECHNICAL KNOWLEDGE

- Understanding of steel types, sizes, and specifications
- Familiarity with welding consumables and supplies
- Knowledge of material cutting and processing methods
- Understanding of fabrication equipment and capabilities
- Ability to read and interpret technical drawings
- Understanding of material handling and storage requirements
- Material optimization and waste reduction strategies
- Vendor management and procurement best practices
- Ability to calculate material weights, quantities, and yields

Working Conditions: Office-based position with regular shop floor interaction. Requires walking through industrial environment. Standard business hours with flexibility for production demands. May require occasional early mornings or late days to coordinate deliveries.

Advancement Opportunities: Operations Manager, Supply Chain Manager, Production Manager

ACCOUNTANT

POSITION SUMMARY

The Accountant is responsible for managing all financial operations of the company, including accounts payable and receivable, payroll support, financial reporting, budgeting, and ensuring compliance with accounting standards and tax regulations. This position provides critical financial information to support business decisions and maintain the financial health of the organization.

KEY RESPONSIBILITIES

Financial Management & Reporting

- Maintain and reconcile general ledger accounts in Infor Visual 11
- Prepare monthly, quarterly, and annual financial statements from ERP system
- Generate financial reports for management review using Infor Visual
- Perform month-end and year-end closing procedures in system
- Prepare budget forecasts and variance analysis
- Monitor cash flow and prepare cash flow projections
- Track and analyze project costs and profitability using job costing module
- Run job cost reports and analyze cost performance
- Prepare financial reports for banking and financing purposes

Accounts Payable & Receivable

- Process accounts payable in Infor Visual 11 system
- Match purchase orders, receipts, and invoices in ERP system
- Ensure timely payment to vendors
- Review and code invoices for proper expense allocation
- Manage accounts receivable and customer billing in Infor Visual
- Generate and issue customer invoices from ERP system
- Process progress billing based on job completion
- Monitor aging reports and follow up on overdue accounts
- Process customer payments and deposits in Infor Visual
- Reconcile vendor statements and resolve discrepancies
- Maintain positive relationships with vendors and customers

Payroll Support

- Support payroll processing and administration
- Review and verify payroll data from Infor Visual 11 time tracking
- Process payroll deductions and remittances (CPP, EI, income tax)
- Maintain payroll records and employee files
- Prepare T4s and year-end payroll reporting
- Reconcile payroll accounts in ERP system
- Process ROEs (Record of Employment)
- Coordinate with benefits administrator on deductions
- Export payroll data from Infor Visual for processing

Tax Compliance & Regulatory

- Prepare and file HST/GST returns
- Maintain compliance with CRA requirements
- Prepare documentation for year-end tax preparation
- Coordinate with external accountants for corporate tax filing
- Maintain WSIB reporting and compliance
- Process and remit statutory deductions
- Respond to CRA inquiries and audits

Administrative & Other Duties

- Maintain accounting software and systems
- Develop and implement financial policies and procedures
- Coordinate with external auditors
- Process expense reimbursements
- Maintain financial filing systems and documentation
- Assist with insurance and bonding requirements
- Support project managers with job costing information
- Prepare special reports as requested by management

QUALIFICATIONS & SKILLS

- Accounting diploma or degree (Business Administration - Accounting major)
- CPA designation or working towards CPA (preferred)
- Minimum 3-5 years accounting experience
- Manufacturing or construction industry experience preferred
- Strong knowledge of Canadian accounting standards (ASPE)
- Thorough understanding of CRA requirements and tax regulations
- Experience with full-cycle accounting
- Proficiency with accounting software (QuickBooks, Sage, or similar)
- Advanced Microsoft Excel skills
- Strong analytical and problem-solving abilities
- Excellent attention to detail and accuracy
- Strong organizational and time management skills
- Ability to maintain strict confidentiality
- Effective communication skills (written and verbal)

TECHNICAL COMPETENCIES

- Accounting software proficiency
- Microsoft Office Suite (especially Excel)
- Payroll software experience
- Understanding of job costing systems
- Financial reporting and analysis
- Bank reconciliation procedures
- Tax preparation software

PERSONAL ATTRIBUTES

- High degree of integrity and professional ethics
- Self-motivated and able to work independently
- Strong work ethic and reliability
- Ability to meet deadlines and work under pressure
- Professional demeanor
- Adaptable to changing priorities
- Team player with collaborative approach

Working Conditions: Office environment. Standard business hours Monday-Friday with extended hours during month-end, quarter-end, and year-end closing periods. Computer-based work requiring extended periods at desk.

Advancement Opportunities: Senior Accountant, Controller, Financial Manager

PROJECT MANAGER

POSITION SUMMARY

The Project Manager is responsible for overseeing projects from initial quote through completion and final invoicing. This position serves as the primary liaison between customers, design/engineering, production, and installation teams to ensure projects are completed safely, on time, within budget, and to customer satisfaction. The Project Manager coordinates all aspects of project execution including planning, resource allocation, quality control, and client communication.

KEY RESPONSIBILITIES

Project Planning & Coordination

- Review and understand project scope, specifications, and customer requirements
- Develop detailed project plans including timelines, milestones, and deliverables
- Coordinate with estimating department on final pricing and scope
- Prepare and submit project proposals and contracts
- Conduct project kickoff meetings with internal teams
- Develop and maintain project schedules
- Identify and allocate required resources (labor, equipment, materials)
- Coordinate with production coordinator on material procurement
- Plan and schedule site installations and deliveries
- Anticipate and mitigate project risks

Customer Relations & Communication

- Serve as primary point of contact for customers
- Conduct site visits and client meetings
- Review project requirements and clarify specifications
- Provide regular project updates to customers
- Address customer concerns and resolve issues promptly
- Coordinate customer approvals and sign-offs
- Manage customer expectations throughout project lifecycle
- Ensure customer satisfaction at project completion
- Build and maintain long-term customer relationships

Project Execution & Monitoring

- Monitor project progress against schedule and budget
- Coordinate with detailers on shop drawings and submittals
- Review and approve shop drawings before production
- Conduct regular site visits to monitor installation progress
- Ensure quality standards are met throughout fabrication and installation
- Identify and resolve project issues and delays
- Manage project changes and prepare change orders
- Track and control project costs
- Coordinate inspections and approvals
- Ensure compliance with building codes and specifications

Team Leadership & Coordination

- Lead project team meetings and coordinate activities
- Communicate project requirements to shop and field personnel
- Coordinate between office, shop, and installation crews
- Resolve conflicts and facilitate problem-solving
- Provide direction and support to project teams
- Coordinate with subcontractors and trades (when applicable)
- Ensure safety requirements are met on all projects

Documentation & Administration

- Maintain comprehensive project documentation
- Track project hours, costs, and expenses
- Process progress billing and final invoicing
- Prepare change orders and supplemental agreements
- Maintain project files and records
- Document project completion and closeout
- Prepare as-built drawings and final documentation
- Conduct post-project reviews and lessons learned
- Generate project reports for management

QUALIFICATIONS & SKILLS

- Post-secondary education in Engineering, Construction Management, or related field preferred
- Minimum 5 years experience in project management
- Steel fabrication or construction industry experience required
- Strong understanding of structural steel design and fabrication
- Ability to read and interpret blueprints, drawings, and specifications
- Knowledge of building codes and industry standards
- Proficiency with project management software
- Strong understanding of construction methods and sequencing
- Excellent organizational and time management skills
- Strong leadership and team coordination abilities
- Exceptional communication skills (written and verbal)
- Customer service orientation
- Problem-solving and critical thinking abilities
- Financial acumen and budget management skills

TECHNICAL KNOWLEDGE

- Structural steel fabrication processes
- Welding procedures and quality standards
- Installation methods and equipment
- Material specifications and properties
- Project management methodologies
- Contract administration
- Cost estimating and control
- Quality control procedures
- Safety regulations and OHSA requirements

CERTIFICATIONS & REQUIREMENTS

- Valid driver's license
- Project Management Professional (PMP) designation (asset)
- Construction Safety Training
- WHMIS certification
- First Aid/CPR (asset)

Working Conditions: Office-based with frequent site visits to customer locations, construction sites, and installation projects. Requires travel throughout service area. May require work outside regular business hours to accommodate project schedules. Must be comfortable in industrial and construction environments.

Physical Requirements:

- Ability to navigate construction sites and shop floor
- Ability to climb ladders and stairs at project sites
- Valid driver's license and reliable transportation
- Ability to work in various weather conditions during site visits

Advancement Opportunities: Senior Project Manager, Operations Manager, General Manager

DETAILER

POSITION SUMMARY

The Detailer is responsible for creating detailed shop drawings and fabrication drawings from architectural and engineering drawings. This position requires strong technical drawing skills, understanding of structural steel fabrication, and proficiency with CAD software. The Detailer ensures that all drawings are accurate, complete, and ready for fabrication while meeting project specifications and industry standards.

KEY RESPONSIBILITIES

Drawing Production

- Review architectural and engineering drawings to understand project requirements
- Create detailed shop drawings for steel fabrication
- Prepare assembly drawings showing how components fit together
- Produce individual piece drawings with all necessary dimensions
- Detail connections, welds, and fastener specifications
- Create cutting lists and material schedules
- Generate plasma cutting files for CNC equipment
- Prepare erection drawings for installation crews
- Develop as-built drawings for completed projects
- Maintain drawing revision control and documentation

Technical Coordination

- Coordinate with project managers on project requirements
- Review specifications and identify potential issues
- Communicate with engineers regarding clarifications
- Coordinate with estimating department during bidding phase
- Work with production team to ensure drawings are shop-friendly
- Attend project meetings and site visits as required
- Resolve field dimension conflicts and discrepancies
- Support fabrication and installation teams with drawing interpretation

Quality Control

- Verify all dimensions and details for accuracy
- Check drawings for compliance with codes and standards
- Ensure drawings match project specifications
- Review shop drawings before release to production
- Perform self-checks and peer reviews of drawings
- Incorporate feedback and make necessary revisions
- Maintain drawing quality and consistency
- Follow company drafting standards and best practices

Material Management Support

- Generate accurate material takeoffs from drawings
- Support production coordinator with material specifications
- Identify standard versus custom components

Software & Technology

- Maintain and update CAD drawing library
- Create and maintain standard details and templates
- Utilize 3D modeling when beneficial
- Generate CNC cutting files from drawings
- Maintain organized electronic filing system
- Stay current with CAD software updates and features

QUALIFICATIONS & SKILLS

- Post-secondary education in Drafting, Design Technology, or related field
- Minimum 2-3 years experience in structural steel detailing
- Strong proficiency with AutoCAD (2D and 3D)
- Experience with steel detailing software (Tekla, SDS/2, or similar) preferred
- Thorough understanding of structural steel fabrication processes
- Strong knowledge of welding symbols and specifications
- Ability to read and interpret architectural and engineering drawings
- Understanding of building codes and industry standards (CISC, AWS)
- Knowledge of steel shapes, sections, and connections
- Strong mathematical and spatial reasoning abilities
- Excellent attention to detail and accuracy
- Strong problem-solving skills
- Effective communication skills
- Ability to work independently and meet deadlines
- Team player with collaborative approach

TECHNICAL COMPETENCIES

- **Required:** AutoCAD proficiency (2D minimum, 3D preferred)
- Understanding of structural steel design principles
- Knowledge of fabrication methods and shop practices
- Familiarity with welding processes and symbols
- Understanding of material properties and specifications
- Knowledge of connection design and detailing
- Ability to calculate weights, areas, and quantities
- Understanding of geometric dimensioning and tolerancing
- CNC programming knowledge (asset)
- 3D modeling capabilities (asset)

SOFTWARE PROFICIENCY

- **Required:** AutoCAD
- Tekla Structures, SDS/2, or similar steel detailing software (preferred)
- Microsoft Office (Excel for material lists, Word for reports)
- PDF editing and markup software
- CAM software for CNC plasma cutting (asset)

PERSONAL ATTRIBUTES

- Meticulous attention to detail
- Strong work ethic and reliability
- Self-motivated and organized
- Ability to handle multiple projects simultaneously
- Adaptable to changing priorities and deadlines
- Professional and cooperative attitude
- Continuous learning mindset
- Pride in producing quality work

Working Conditions: Office environment with computer workstation. Standard business hours Monday-Friday with occasional overtime during busy periods. Occasional shop floor and site visits to verify measurements and review installations. Primarily sedentary work requiring extended computer use.

Physical Requirements:

- Extended periods working at computer workstation
- Visual acuity for detailed drawing work
- Ability to visit shop floor and construction sites when needed
- Manual dexterity for computer and mouse operation

Advancement Opportunities: Senior Detailer, Lead Detailer, Design Engineer, Project Manager

ESTIMATOR

POSITION SUMMARY

The Estimator is responsible for preparing accurate and competitive cost estimates for structural steel fabrication and installation projects. This position requires thorough understanding of fabrication processes, material costs, labor requirements, and project management. The Estimator analyzes project drawings and specifications to determine scope, quantify materials, calculate labor hours, and prepare detailed quotations that ensure profitability while remaining competitive in the marketplace.

KEY RESPONSIBILITIES

Estimate Preparation

- Review and analyze architectural and engineering drawings
- Study project specifications and scope of work
- Perform quantity takeoffs for materials (steel, fasteners, consumables)
- Calculate material costs based on current pricing
- Estimate labor hours for fabrication, finishing, and installation
- Determine equipment requirements and costs
- Calculate subcontractor and specialty trade costs
- Factor in overhead, profit margins, and contingencies
- Prepare detailed, itemized cost estimates
- Complete bid documents and proposal packages
- Ensure estimates are submitted on time

Pre-Bid Activities

- Attend pre-bid meetings and site visits
- Review project sites to identify access and logistics challenges
- Identify project risks and opportunities
- Prepare questions for engineers and architects
- Coordinate with suppliers for material pricing
- Solicit and evaluate subcontractor quotations
- Develop bid strategies and value engineering options
- Review contract terms and conditions
- Identify exclusions and clarifications

Technical Analysis

- Interpret drawings and identify scope gaps or conflicts
- Assess fabrication complexity and determine optimal methods
- Evaluate welding requirements and procedures
- Determine paint and finishing specifications
- Analyze connection types and material requirements
- Review shipping and handling considerations
- Assess installation methods and crane requirements
- Identify potential design or constructability issues
- Propose alternative solutions to reduce costs

Vendor & Supplier Relations

- Coordinate with production coordinator for current material pricing
- Obtain quotes for specialty materials during estimating
- Evaluate subcontractors and specialty trade costs

Post-Bid Activities

- Respond to bid queries and requests for information
- Prepare bid presentations for clients
- Negotiate pricing and scope with customers
- Transition awarded projects to project management
- Provide detailed estimate breakdowns to project managers and production coordinator
- Support project teams during execution
- Review project costs versus estimates for accuracy
- Update estimating data based on actual project costs
- Participate in lessons learned sessions
- Coordinate with production coordinator on final material pricing and procurement strategy

Database Management

- Maintain estimating software and databases
- Update labor productivity rates
- Keep material cost database current
- Develop and maintain standard assemblies
- Create historical cost data for reference
- Document lessons learned and cost trends

QUALIFICATIONS & SKILLS

- Post-secondary education in Engineering, Construction Management, or related field preferred
- Minimum 5 years experience in estimating steel fabrication projects
- Strong understanding of structural steel fabrication and erection
- Thorough knowledge of welding processes and costs
- Ability to read and interpret architectural and structural drawings
- Strong mathematical and analytical skills
- Proficiency with estimating software
- Advanced skills in Microsoft Excel for takeoffs and calculations
- Knowledge of material grades, specifications, and market costs
- Understanding of labor productivity and crew compositions
- Familiarity with building codes and standards
- Excellent attention to detail and accuracy
- Strong organizational and time management abilities
- Ability to work under pressure and meet tight deadlines
- Effective communication and presentation skills
- Negotiation and problem-solving abilities
- Ability to work closely with production coordinator on material costs

TECHNICAL KNOWLEDGE

- Structural steel shapes, sizes, and material properties
- Welding procedures and costs (GMAW, SMAW, FCAW)
- Surface preparation and coating systems
- Fastener types and specifications
- Fabrication processes and shop capabilities
- Erection methods and equipment (cranes, lifts)
- Connection design and detailing
- Transportation and logistics considerations
- Safety requirements and regulations
- Industry standards (CISC, AISC, AWS, CWB)

SOFTWARE & TOOLS

- Estimating software (Quest, Sage Estimating, or similar)
- Microsoft Excel (advanced formulas, pivot tables)
- AutoCAD or CAD viewing software for drawing review
- PDF markup and measurement tools
- On-screen takeoff software (Bluebeam, PlanSwift, or similar)
- Project management software
- Microsoft Word for proposals

PERSONAL ATTRIBUTES

- Highly organized and detail-oriented
- Analytical thinking and problem-solving
- Self-motivated and able to work independently
- Strong work ethic and reliability
- Ability to handle multiple bids simultaneously
- Calm under pressure with tight deadlines
- Competitive drive to win projects
- Continuous improvement mindset
- Team player willing to collaborate
- Professional demeanor with clients

Working Conditions: Office-based position with occasional site visits for bid walkthroughs and pre-construction meetings. Standard business hours with extended hours during busy bid periods. Computer-intensive work requiring extended periods at desk. May require travel to project sites and client offices.

Important Notes:

- Estimating work is deadline-driven with multiple concurrent projects
- Bid submission deadlines are firm and non-negotiable
- Accuracy is critical - errors can result in significant financial loss
- Must maintain confidentiality of pricing and bid strategies
- Ability to work occasional evenings/weekends during bid season

Advancement Opportunities: Senior Estimator, Chief Estimator, Project Manager, Operations Manager

BOOM TRUCK DRIVER / MOBILE CRANE OPERATOR

POSITION SUMMARY

The Boom Truck Driver / Mobile Crane Operator is responsible for safely operating boom trucks and mobile crane equipment to transport materials and perform lifting operations at job sites throughout our service area. This specialized position requires valid certifications, excellent safety awareness, and the ability to work independently.

DRIVING RESPONSIBILITIES

- Safely operate boom truck vehicles on public roads and highways
- Perform pre-trip and post-trip vehicle inspections
- Plan routes and navigate to various job sites
- Comply with Highway Traffic Act and commercial vehicle regulations
- Maintain valid commercial driver's license (DZ or higher)
- Complete daily vehicle inspection reports and trip logs
- Secure loads for safe transport
- Follow all traffic laws and company driving policies

CRANE OPERATION RESPONSIBILITIES

- Operate boom truck crane according to manufacturer specifications
- Conduct pre-operation crane inspections before each use
- Calculate load weights and ensure compliance with crane capacity
- Set up outriggers and stabilizers properly
- Select appropriate rigging equipment for each lift
- Perform lifts safely using proper techniques
- Communicate with ground personnel and signal persons
- Position crane for optimal lifting efficiency and safety
- Follow lift plans for complex operations

QUALIFICATIONS & CERTIFICATIONS

REQUIRED CERTIFICATIONS:

- Valid Ontario commercial driver's license (Class DZ minimum, AZ preferred)
- Valid Mobile Crane Operator Certificate (Ministry of Labour)
- Clean driving abstract (required)
- Annual crane operator medical examination
- WHMIS certification
- Rigging and hoisting certification
- Fall protection certification
- Minimum 3 years commercial driving experience
- Minimum 2 years crane operation experience

PRE-TRIP/PRE-OPERATION INSPECTION MANDATORY:

- **Complete daily circle check of vehicle**
- **Inspect crane components (boom, outriggers, hydraulics, cables)**
- **Check rigging equipment (slings, chains, hooks, shackles)**
- **Verify all safety devices and controls function properly**
- **Test warning devices (horn, lights, back-up alarm)**
- **Verify load charts and capacity plates are present and legible**
- **Document inspection results**

CRITICAL OPERATING REQUIREMENTS:

- **Always set up on level, stable ground**
- **Fully extend and properly position outriggers**
- **NEVER exceed rated load capacity**
- **Use appropriate rigging for each load**
- **Maintain clear communication with ground personnel**
- **Keep load within rated radius**
- **NEVER swing loads over people or occupied vehicles**
- **Shut down in high winds or adverse weather**
- **Lower boom before traveling**
- **Secure all loose items before transport**

SAFETY EQUIPMENT - MANDATORY

- Steel-toed safety boots (CSA approved) - AT ALL TIMES
- Safety glasses - AT ALL TIMES
- Hard hat - WHEN OUTSIDE CAB
- Hi-visibility vest - MANDATORY
- Work gloves for rigging operations
- Fall protection when working at heights

Special Requirements:

- Must provide driver's abstract upon hire and annually
- Subject to random drug and alcohol testing (safety-sensitive position)
- Must maintain all required certifications and licenses
- May be required to work flexible hours based on project demands

Conditions of Employment

Position Types

Norweld employs individuals under various employment arrangements:

Full-Time Employment

- Regular work schedule of 40 hours per week (typically Monday-Friday, 7:00 AM - 4:00 PM)
- Eligible for all company benefits after probation period
- Overtime opportunities available
- Eligible for vacation accrual
- Covered by all company policies

Part-Time Employment

- Regular work schedule of less than 40 hours per week
- May be eligible for certain benefits (prorated based on hours worked)
- Subject to all company policies
- Vacation accrual based on hours worked

Probation Period

All new employees are subject to a **three (3) month probationary period** from their start date. During this time:

- Your performance, attendance, and suitability for the position will be evaluated
- The company or employee may terminate employment with minimal notice
- Benefits may not be available until successful completion of probation
- Regular feedback will be provided
- Employment Standards Act provisions regarding termination apply

Important: According to the Ontario Employment Standards Act, employers do not owe any notice of termination before 90 days of employment.

Termination of Employment

Employee Resignation

As a Norweld Ltd. employee, you are required to provide at least **two (2) weeks written notice** when leaving the company. This allows us to:

- Arrange for transition of your duties
- Process final payroll accurately
- Conduct exit interview
- Arrange return of company property

Termination by Company

In the case of termination or layoff, employees will be provided with notice or pay in lieu of notice as required by the Ontario Employment Standards Act:

Length of Service	Minimum Notice
Less than 1 year	1 week
1 year to 3 years	2 weeks
3 years to 4 years	3 weeks
4 years to 5 years	4 weeks
Each additional year	+1 week (maximum 8 weeks)

Important: Termination for cause (serious misconduct) may result in immediate dismissal without notice.

Return of Company Property

Upon termination, all company property must be returned, including:

- Keys and access cards
- Safety equipment issued to you
- Tools (company-owned)
- Uniforms or clothing
- Any materials or documents
- Company vehicle (if applicable)

Performance Reviews

Norweld Ltd. is committed to supporting employee development and maintaining high standards of performance. Performance reviews will take place if any concerns arise where the level of professionalism needs to be addressed.

What to Expect

A one-on-one meeting will be held to discuss:

- Employee's performance and progress
- Work ethics and professionalism
- Job inspections and quality of work
- Input for resolution until the next performance review
- Goals and expectations moving forward

Performance Expectations - All Employees:

- Perform job duties safely and effectively
- Maintain quality standards for all work
- Demonstrate professional conduct and work ethic
- Follow company policies and safety procedures
- Communicate effectively with supervisors and team members
- Maintain regular attendance and punctuality
- Show willingness to learn and improve
- Work collaboratively with others

Compensation & Benefits

Pay Policies

Pay Day

Pay day occurs every **Thursday** for the work period ending the previous week.

Paystubs will be given to you every week in an envelope.

Hours of Work

- **Standard work week:** Monday to Friday, 7:00 AM to 4:00 PM (40 hours)
- **Lunch break:** 30 minutes (unpaid)
- **Break times:** As designated (paid breaks may be provided)
- Actual hours may vary based on project demands and position

Overtime

Overtime is paid in accordance with Ontario Employment Standards Act:

- **Time and one-half (1.5×)** after 44 hours in a work week
- Overtime must be approved by supervisor in advance
- Accurate time tracking is required

Payroll Deductions

Payroll deductions are required by law. Income tax, CPP and EI are all deducted from each pay cheque.

If you have any other questions about your payroll deductions, please contact Karen King at **karen@norweld.com**

Important: It is your responsibility to ensure your TD1 forms (federal and provincial) are completed accurately. If you need to update your tax credits, contact Karen King.

Benefits

Benefits are available after a **3-month period**. Karen King will provide details, brochure, and link as to coverages.

Contact Karen King for benefit information:

Email: karen@norweld.com

Vacation Time

Vacation time request forms are available from Sharon Mueller, our Operations Coordinator. These vacation forms must be filled out and approved by Enzo Borrelli, our General Manager.

If approved, you can request, in writing, a payout of accumulated vacation pay that has been collected and banked.

For Vacation Requests

Sharon Mueller - Operations Coordinator

Phone: 705-309-1508

Email: sharon@norweld.com

Vacation Entitlement

- **First 4 years:** Minimum 2 weeks (4% of gross wages)
- **After 5 years:** Minimum 3 weeks (6% of gross wages)

Sick Days

You will receive **3 paid sick days per year.**

Sick Day Policy:

- Sick days are intended for personal illness or medical appointments
- Notify your supervisor as early as possible if you will be absent due to illness
- Medical documentation may be required for extended absences
- Unused sick days do not carry over to the next year

Statutory Holidays

Norweld observes the following statutory holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

Leaves of Absence

Employees may be entitled to various leaves of absence under Ontario Employment Standards Act, including:

- Pregnancy and Parental Leave
- Family Medical Leave
- Family Caregiver Leave
- Critical Illness Leave
- Bereavement Leave
- Domestic or Sexual Violence Leave
- Organ Donor Leave

Contact the Operations Coordinator to discuss leave requirements, documentation, and your rights and responsibilities.

Workplace Policies

Code of Conduct

All Norweld employees are expected to conduct themselves professionally and ethically in all work-related activities.

Professional Standards:

- **Respect and Integrity** - Treat all coworkers, customers, and visitors with respect and courtesy
- **Quality and Excellence** - Take pride in your work and strive for quality
- **Teamwork** - Work cooperatively with all team members
- **Accountability** - Take responsibility for your actions and work
- **Customer Service** - Represent the company professionally

Attendance and Absenteeism Policy

Regular and punctual attendance is essential to Norweld's operations.

If You Will Be Late or Absent:

1. **Call your supervisor directly** as early as possible, preferably before your shift start time
2. **Explain the reason** for your absence or lateness
3. **Provide expected return date** or time
4. **Follow up daily** if absence extends beyond one day
5. **Provide medical documentation** if required

Emergency Contact: If you cannot reach your supervisor, call the main office at 705-326-3619

Dress Code and PPE Requirements

Dress Code

Required:

- Clean work clothes suitable for industrial environment
- Long pants (NO SHORTS) - for safety reasons
- Long-sleeved shirts recommended for welding and fabrication
- Clothing in good repair

Not Permitted:

- Shorts or short skirts
- Tank tops or sleeveless shirts
- Excessively loose or baggy clothing (entanglement hazard)
- Open-toed shoes or sandals
- Loose jewelry, necklaces, or watches (around equipment)
- Long hair worn down near equipment (must be tied back)

Personal Protective Equipment - MANDATORY

REQUIRED FOR ALL EMPLOYEES:

- **Steel-Toed Safety Boots (CSA Approved) - MANDATORY AT ALL TIMES**
 - Must meet CSA standards (green triangle)
 - Must be in good condition
 - Company may provide allowance or reimbursement
- **Safety Glasses with Side Shields - MANDATORY AT ALL TIMES**
 - Must meet CSA Z94.3 standards
 - Prescription safety glasses acceptable if CSA approved
 - Company will provide basic safety glasses

Failure to Wear Required PPE:

- First offense: Verbal warning
- Second offense: Written warning
- Third offense: Suspension or termination

Your safety is our priority. PPE requirements are non-negotiable.

Health & Safety

Commitment to Safety

SAFETY IS PRIORITY ONE

Norweld Ltd. is committed to your safety and the safety of others while on the job. We want to ensure each employee knows Norweld's expectations and what to do in case of an emergency. Our commitment to safety is **priority one**.

Management's Responsibility

- Provide a safe work environment
- Ensure equipment and tools are properly maintained
- Provide necessary safety training
- Supply appropriate PPE
- Investigate accidents and incidents
- Enforce safety rules consistently

Employee's Responsibility

- Follow all safety rules and procedures
- Wear required PPE at all times
- Use tools and equipment safely and as intended
- Report hazards, near-misses, and injuries immediately
- Participate in safety training
- Look out for your own safety and the safety of coworkers
- Never take shortcuts that compromise safety

What to Do in Case of an Emergency

IF THERE IS AN EMERGENCY, CALL 911

Then:

1. Ensure your safety first - do not put yourself at risk
2. Provide aid if trained and safe to do so
3. Notify your supervisor immediately
4. Follow emergency procedures
5. Cooperate with emergency responders

Fire Emergency

- Sound the alarm
- Evacuate using nearest safe exit
- Do not stop to collect belongings
- Assemble at designated meeting point
- Do not re-enter until authorized

Right to Refuse Unsafe Work

Under the Occupational Health and Safety Act, **you have the right to refuse work that you believe is unsafe** to yourself or others.

Procedure for Refusing Unsafe Work

1. Immediately report concerns to your supervisor
2. Explain the specific reason for refusal
3. Remain in safe location
4. Supervisor will investigate the concern
5. You may be assigned other work while investigation proceeds

Your Rights:

- You will not be penalized for refusing unsafe work in good faith
- You have the right to be present during investigation
- You have the right to have a worker representative present

Smoking and Drinking Policy

Norweld Ltd has a zero-tolerance policy when it comes to drinking, recreational drug use and smoking marijuana before or while on the job.

If this policy is violated, an immediate review of policy meeting will occur, and termination of employment will be initiated.

Workplace Conduct

Violence and Harassment Prevention

Norweld Ltd. has a ZERO-TOLERANCE POLICY for workplace violence, harassment, and sexual harassment.

All employees have the right to work in a respectful environment free from violence and harassment.

What is Workplace Violence?

- Physical force or threat of physical force
- Threatening behavior that causes fear of physical harm
- Domestic violence that may occur in the workplace

What is Workplace Harassment?

- A course of vexatious comment or conduct that is known or ought to be known to be unwelcome
- Bullying, intimidation, or offensive behavior
- Comments or actions based on protected grounds

Reporting

If you experience or witness violence or harassment:

1. Tell the person the behavior is unwelcome (if safe to do so)
2. Document what happened (date, time, witnesses, details)
3. Report to your supervisor, General Manager, or Owner immediately

No Retaliation: There will be no retaliation against anyone who reports violence or harassment in good faith or participates in an investigation.

Smoking & Substance Abuse Policy

Smoking and Vaping

Norweld Ltd. has a smoke-free workplace policy:

- Smoking and vaping are prohibited inside all buildings and company vehicles
- Smoking is permitted only in designated outdoor areas during breaks
- Dispose of smoking materials properly

Substance Abuse

ZERO-TOLERANCE POLICY

- **Employees must report to work free from impairment**
- **No alcohol or drugs permitted on company property**
- **Use during work hours is strictly prohibited**
- **Safety-sensitive positions subject to testing**

Workplace Technology & Data Security

Use of Company Technology

Company technology is provided for work purposes:

- Use primarily for work-related purposes
- Be professional in all communications
- Respect confidentiality of company information
- Do not share passwords

Cell Phones

- Personal cell phone use should be limited during work time
- Use during breaks and lunch is permitted
- Keep phones on silent or vibrate
- Safety-sensitive positions may have additional restrictions

Discipline & Termination

Norweld Ltd. believes in fair and consistent application of discipline. The purpose of discipline is to correct behavior and performance issues, not to punish.

Progressive Discipline Steps

For most policy violations:

1. **Verbal Warning** - Discussion with supervisor, expectations communicated
2. **Written Warning** - Formal warning issued, documented in file
3. **Suspension** - Temporary unpaid suspension (typically 1-3 days)
4. **Termination** - Employment terminated if issues continue

Serious Misconduct

The following may result in immediate termination without progressive discipline:

- **Violence or threats of violence**
- **Theft or dishonesty**
- **Serious safety violations that endanger others**
- **Being under the influence of drugs or alcohol at work**
- **Gross insubordination**
- **Harassment or discrimination**
- **Illegal activity on company property**
- **Falsification of documents**

Accommodation & Accessibility

Norweld Ltd. is committed to providing accommodation under the Ontario Human Rights Code and compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Duty to Accommodate

We will provide accommodation to the point of undue hardship for employees with needs related to:

- Disability (physical or mental)
- Religion/creed
- Pregnancy/breastfeeding
- Family status
- Any other protected ground under the Human Rights Code

Accommodation Process

If you require accommodation:

1. Inform your supervisor or Operations Coordinator
2. Provide medical documentation if disability-related
3. Participate in interactive process to identify solutions
4. Cooperate with updates - accommodation is ongoing

Confidentiality: Information about accommodation needs will be kept confidential and shared only with those who need to know to implement accommodation.

Expense Reimbursements

General Expense Reimbursement

Should you need to make a purchase for company related items, please obtain approval of purchase from Enzo Borrelli. Once approval is made, Sharon Mueller or Karen King will provide payment method and reimburse you accordingly. **Receipts must be turned in to be reimbursed.**

For Approval

Enzo Borrelli - General Manager

Phone: 705-303-3364

Email: enzo@norweld.com

For Reimbursement

Sharon Mueller - Operations Coordinator

Phone: 705-309-1508

Email: sharon@norweld.com

Karen King - Payroll Administrator

Email: karen@norweld.com

Travel Expenses

If the situation arises where accommodations are needed, they will be covered on a case-by-case basis.

Mileage Reimbursement

On a regular work day, mileage is **not covered**. However, in special circumstances mileage reimbursement may be granted. The employee will be informed of this special circumstance in advance.

Disclaimer

Not an Employment Contract

This Employee Handbook is **not an employment contract** and does not create contractual obligations of any kind. Employment with Norweld Ltd. remains "at will," meaning either the company or the employee may terminate the employment relationship at any time, with appropriate notice as required by law.

Changes to Policies

Norweld Ltd. reserves the right to change, modify, suspend, or eliminate any policy, procedure, or benefit described in this handbook at any time, with or without notice. When significant changes are made, employees will be notified.

Questions About Policies

If you have questions about any policy or procedure in this handbook, please contact:

- Your direct supervisor
- Operations Coordinator - Sharon Mueller
- General Manager - Enzo Borrelli
- Owner/President - Lisa Madden

Compliance with Law

Where this handbook conflicts with applicable employment legislation, the legislation prevails. Employees are entitled to all rights and benefits required by law.

Ontario Employment Standards: For questions about your rights under employment standards legislation, visit www.labour.gov.on.ca or call 1-800-531-5551

Acknowledgement of Receipt

Employee Acknowledgement

I acknowledge that:

1. I have received a copy of the Norweld Ltd. Employee Handbook & Orientation Guide
2. I have read the handbook (or had it explained to me) and understand its contents
3. I understand that this handbook is not an employment contract
4. I understand that policies may be changed at any time
5. I understand my responsibility to comply with all policies and procedures
6. I understand that violations may result in disciplinary action up to and including termination
7. I have had the opportunity to ask questions about policies I did not understand
8. I understand the safety requirements and my responsibility to work safely
9. I understand my rights regarding workplace harassment and violence
10. I understand the company's substance abuse policy and zero-tolerance for impairment

Training Received

I acknowledge that I have received the following training:

- ☐ New employee orientation
- ☐ Job-specific training
- ☐ WHMIS training
- ☐ Overhead crane operation training
- ☐ Forklift operation training
- ☐ Fall protection training
- ☐ Lockout/tagout training
- ☐ Workplace violence and harassment prevention
- ☐ Other: _____

Employee Name (Print): _____

Employee Signature: _____

Position: _____

Date: _____

For Office Use Only

Handbook provided by: _____

Date provided:

Original signed copy to be placed in employee personnel file.

Welcome to the Norweld Team!

We're excited to have you join us. If you have any questions as you begin your employment with Norweld, please don't hesitate to ask.

Contact Information

General Manager

Enzo Borrelli

Phone: 705-303-3364

Email: enzo@norweld.com

Operations Coordinator

Sharon Mueller

Phone: 705-309-1508

Email: sharon@norweld.com

Main Office

705-326-3619

This handbook was prepared in January 2025 and supersedes all previous employee handbooks and policy statements.

Building Excellence Since 1973

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