



## Title: Communicable Diseases Policy

**Approved by:** Vice President, Human Resources

**Date of Issue:** March 10, 2020

**Location:** All facilities within Sonepar Canada

**Reference #s:**

**Review Date:**  
March 20, 2020

**Revision #:** 1.0

Sonepar Canada recognizes that associates may be exposed to communicable diseases in the workplace or while traveling. Exposure to and the risks of these communicable diseases vary widely. In general, the company abides by the recommendations of the World Health Organization (WHO) and the Public Health Agency of Canada (PHAC). The following is our company's policy on communicable diseases. All associates are required to participate and cooperate in all Company directed initiatives in the event of an outbreak.

Travel alerts and advisories: Before traveling, associates should check the Government of Canada (GOC) Travel and Tourism website for travel alerts or advisories regarding the potential for exposure to various diseases. If the GOC issues a travel advisory for an area to which an associate is scheduled for business travel, the associate is to discuss with his or her supervisor whether to postpone or cancel the trip and use an alternative method of communication, such as a teleconference or live video feed. Associates are expected to identify medical care resources when traveling to areas subject to a travel alert or advisory.

Vaccination: Associates are highly encouraged to obtain appropriate vaccinations for their destination areas.

Flu Shots: Associates are encouraged to obtain flu shots to help prevent or reduce the effects of influenza. In some provinces medical offices may charge a fee for administering the flu shot. Based on your coverage level the Sonepar medical plan may cover this fee. Refer to your benefit summary for additional information.

Food and water precautions when traveling: Associates should consult the GOC website for recommendations for specific countries. Contaminated food and drink are the major sources of intestinal or stomach illnesses while traveling.

Workplace health and safety standard: Associates are expected to comply with all health and safety standards, especially when there is an outbreak of a communicable illness in the workplace. For example, associates sick with the flu should remain at home to reduce exposing others at work. Associates are to wash their hands regularly and cover their mouths when sneezing or coughing. Associates are to report any areas of the workplace that need to be cleaned, to their direct supervisor.

Reporting communicable illness: Associates diagnosed with a communicable sickness are expected to follow the instructions of healthcare providers and inform the company about their infection when directed to do so by their physician or public health officials. Associates and managers should contact the Human Resources (HR) department if they believe that they or any other associate needs information about an illness or concern arises about the possible contagious nature of an associate's illness. The HR Team will then communicate any alerts or provided guidance to site-level manager or applicable personnel as needed to promote good health but not release any individually specific health information.

Confidentiality: An associate's medical condition is confidential, and information about an associate's health is to be provided only to those persons with a need to know about the condition. To the fullest extent possible and dictated by law, the contaminated associate's personal data will not be revealed to their coworkers.



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Reports from health providers: The supervisor, HR, and, if appropriate, a consulting physician will determine if a statement should be obtained from the associate's attending health care provider that the associate's continued presence at work will pose no significant risk of substantial harm to the associate, co-workers, or customers.

Fit for work: As part of our health and safety standards we expect all employees who report to work to be 'fit for work'. Please refer to your Health & Safety Guidelines for more details. If necessary, the company has the right to require an associate to undergo a medical examination to determine fitness for duty. When the company has reason to believe an associate has a communicable disease, the associate will be encouraged to take paid time off to seek medical attention. Thereafter, any applicable sick/personal/vacation or disability coverage would commence.

Accommodations: The company will make every reasonable effort to accommodate associates with communicable illnesses consistent with the business needs of the company and relevant applicable law.

Statutory Leaves: Associates with communicable diseases may be eligible for job protected leaves to care for themselves or provide care for family members as described in the Employment Standards Legislation for each province. Associates may also be eligible for sick benefits per the Employment Insurance Act. (<https://laws-lois.justice.gc.ca/eng/acts/e-5.6/>)

Workers' compensation: If a communicable illness is work related, the associate must report it to their manager and complete the necessary paperwork in accordance with Company policy.

Time Off Policies: Please refer to the Employee Handbook and/or the Collective Agreement where applicable for more information.

Telecommuting: Sonepar recognizes telecommuting as a work alternative that may be appropriate for some associates and some jobs. Telecommuting is only provided in limited instances and must be approved by the direct Manager, one-level up and local HR.

Telecommuting allows associates to work at home, on the road, or in a satellite location for all or part of their regular workweek. It is not an entitlement; it is not a companywide benefit; and it does not change the terms and conditions of existing employment.

In the event of a pandemic (i.e., widespread outbreak of a communicable disease), Sonepar will make temporary telecommuting arrangements as it deems necessary under the special circumstances created by the pandemic (e.g., public transportation system shutdown prevents associates from commuting to work; associate has been exposed to disease). Telecommuting may not be available to all associates. Associates who are telecommuting will be required to record all hours worked in a manner designated by the company. Any inquiries should be directed to your local HR.