



## **Employment Agreement And Policies And Procedures**

Dear Candidate:

Welcome to Reizt Inc. We are committed to working in partnership with you to ensure that your workplace is a healthy and safe one. The following documents were developed to provide you with information to ensure you are aware of the safety procedures and employee policies that you are expected to follow here at Reizt Inc. If you have any questions about a company policy or procedure or have a safety concern at any time, please do not hesitate to speak to your manager or Human Resources.

As part of the orientation program, company employees will receive training in any health and safety practices that apply to their position, information about the Occupational Health and Safety Act and Violence and Harassment in the Workplace.

Once you have read the all the information provided please initial each page and sign the acknowledgment sheet provided, indicating that you have read and understood the contents. We look forward to a healthy and safe work environment with your cooperation. Welcome to Reizt Inc.

### **MISSION**

Reizt Inc.'s mission is to be the premier providers of trusted, top performing talent who help our clients deliver value to stakeholders.

### **COMPANY HISTORY**

Reizt Inc. is a trusted professional recruitment agency known across the GTA, Canada and internationally for its distinctive ability to recognize top talent and strategically place them with reputable, dynamic organizations.

### **INTRODUCTORY STATEMENT**

The following does not constitute a contract. Reizt Inc. will decide whether to make a written or verbal offer of Employment to you following our review of your application and the requirements of Reizt Inc. needs. Reizt Inc. is under no obligation to offer you employment. Reizt Inc. will do it's best to match your skill set to your preference. You will have the option at all times to either accept or decline but, should you accept an assignment your employment with Reizt Inc. shall continue until you send out a "Letter of Resignation" and a Record of Employment will be issued.

Our policies and procedures are subject to change and/or be updated at any time. We reserve the right to make these changes or updates that become necessary over time and employees will receive updated information regarding any changes or updates.

## **HEALTH & SAFETY STATEMENT**

Reizt Inc. is committed to protecting its employees against workplace injuries. In fulfilling this commitment, the company is responsible to make every effort to provide a safe and healthy work environment in order to reduce personal injury/illness and eliminate hazards.

Management is responsible for demonstrating their active leadership in support of occupational health and safety by enforcing compliance adherence with all legislative requirements and ensuring that the highest possible standards are incorporated into the design, operation and maintenance of the company's facilities and equipment.

It is the responsibility of all employees to work in compliance with the Occupational Health and Safety Act (OHSA) and to report all unhealthy and all unsafe work conditions. We all share equal responsibility for health and safety in the workplace.

## **HEALTH & SAFETY POLICY**

The health and safety policy outlines the responsibilities of the workplace parties, the employer, supervisors and the employees. Under the Occupational Health and Safety Act (OHSA), each party has a responsibility to ensure that the workplace is a safe environment for all. The purpose of the health and safety policy is to provide a guideline for safe ways of working for all employees of the company. This guideline covers the safe working practices of employees and the control of hazards in the workplace.

## **HOUSEKEEPING**

Housekeeping is the practice of keeping the workplace clean and tidy, ensuring that items are not left lying around and that spills are cleaned up immediately. Good housekeeping protects employees and limits the potential for accidents due to falls, trips or related injuries.

Our intent is to protect our employees by:

- Identifying poor housekeeping conditions that could result in an accident
- Setting in place procedures for employees to follow to ensure good housekeeping practices are followed wherever possible
- Providing awareness and training to our employees to ensure that they are properly instructed in good housekeeping practices to limit their potential of an injury related to poor housekeeping

## **WHMIS**

The Workplace Hazardous Materials Information System is Canada's national hazard communication standard. The key elements of the system are cautionary labeling of containers of WHMIS "controlled products", the provision of Material Safety Data Sheets/Safety Data Sheets (MSDSs)/(SDS) and employee education and training

programs. The most important purpose of this policy is to protect employees and prevent or limit their exposure to hazardous substances.

### **SAFETY TRAINING**

Employee safety training consists of information about the Occupational Health and safety Act, details of the Health and Safety Program, Violence and Harassment in the Workplace, first aid training for some individuals and part one and two certification training for two members of Joint Health and Safety Committee.

### **WORK REFUSAL & REPRISALS**

The Occupational Health and Safety Act (OHSA) gives you the right to refuse work that you believe is unsafe to yourself or another employee. The Act sets out a specific procedure that must be followed in any work refusal. It is important that the correct procedures are followed.

### **PROCEDURES**

The employee must immediately tell their manager that the work is being refused and explain the circumstances for the refusal. We will investigate the situation immediately.

The refusing employee will remain in a safe place that is as near as reasonably possible to his or her workstation and remain available to management for the purposes of the investigation until the investigation is completed. If the situation is resolved at this point, the employee will return to work. If the situation is not resolved at this stage, the Ministry of Labour will be contacted in order that an inspector can begin an investigation.

Once the inspector has conducted an investigation, the result of his/her decision will be final, and the employee will either return to work (work not deemed to be unsafe) or an unsafe condition will be made safe (work deemed to be unsafe) before the employee returns to work. The Occupational Health and Safety Act (OHSA) prohibits employers from penalizing employees in reprisal for obeying the law or exercising their rights. Under no circumstances will a Reizt Inc. employee be subjected to dismissal or any form of punishment for the following:

- Following the OHSA and Regulations
- Exercising his/her rights under the OHSA, including the right to refuse unsafe work
- Asking the employer to follow the OHSA and Regulations
- Providing information to a Ministry of Labour Inspector
- Following a Ministry of Labour Inspector's order, or
- Testifying at a hearing about OHSA enforcement

## **REPORTING HAZARDS**

Employees are encouraged to immediately report any safety hazards of which they become aware. Hazards should be reported to a supervisor or management. Reports can be made either verbally or in writing but if there is an immediate risk to an employee's health and safety, a verbal report should be made to avoid any delays and then followed up in writing by the employee.

## **REPORTING INCIDENTS/INJURIES/ILLNESSES**

Employees are responsible for reporting any health and safety incidents, injuries or illness to their supervisor immediately. Once an incident is reported, management will follow up with the reporting employee to take any corrective action if warranted. If an injury/illness is reported, management will determine if further reporting to the Ministry of Labour is necessary. In any event, basic first aid injuries should also be recorded to ensure there is a record of the injury. When making a report, the report should describe the nature of the incident/injury/illness, when and where the incident/injury/illness occurred, if health care was needed, if there was any loss time and whether there were any witnesses. Incident/injury/illness reports can be made verbally or in writing. Management will follow-up with the reporting worker to get further details where applicable.

## **OBTAINING FIRST AID**

To meet the requirements under the Workplace Safety and Insurance Act Regulation 1101 - First Aid Requirements, Reizt Inc. will ensure that any person who is in need of first aid or emergency treatment will receive such treatment promptly and efficiently from a person who is certified and qualified in first aid. Employees requiring first aid are to locate trained first aid personnel for treatment. Names of trained personnel will be posted on the notice board in the kitchen. In the case of a more serious incident, the first person on the scene will contact a supervisor or manager and call 911 if needed. An employee trained in first aid will be notified of the situation and will administer first aid to the person in need. Management will investigate the incident. Reizt Inc. will notify the injured person's emergency contact (where applicable) after the status of the injuries is known. A record of the first aid incident will be recorded by the person administering first aid.

## **ACCIDENT INVESTIGATION**

Reizt Inc. will investigate all accidents thoroughly to ensure that future potential accidents are prevented from reoccurring and that appropriate corrective actions are identified and implemented. Accidents will be investigated by management and/or the Joint Health and Safety Committee. Each and every employee is responsible for ensuring that accidents are avoided at Reizt Inc. by working in a safe manner, practicing good housekeeping and reporting any safety hazards immediately to management.

## **EARLY & SAFE RETURN TO WORK (ESRTW)**

To ensure all parties, the employer, supervisor and the injured employee pursue every avenue to facilitate returning the employee to the workplace as soon as the employee is able to return, Reizt Inc., has implemented an Early and Safe Return to Work Program.

Reizt Inc. will make every effort to help an injured employee to stay at work or return to work (RTW). The RTW program will ensure that as a company we are committed to supply modified/accommodated duties to employees, where possible, without undue hardship. The injured employee will be contacted as soon as possible to arrange a meeting to discuss ESRTW. The company will where possible find meaningful and productive work for an injured employee that is productive and adds value to the business of his or her company. The duration of the modified work will be determined at the commencement of the program and will be temporary in nature. The employee will be required to schedule appointments and therapy at reasonable times so as not to conflict with the company's timetable. The employee will be required to supply medical progress reports at least monthly or as frequently as needed.

## **VIOLENCE & HARASSMENT IN THE WORKPLACE**

Reizt Inc. is committed to providing every employee with a healthy, safe and productive work environment free from violence and harassment, including sexual harassment. Reizt Inc. will make every effort to provide a safe and healthy work environment in order to reduce personal injury/illness and eliminate hazards.

Reizt Inc. has developed a workplace violence and harassment policy applicable to all employees and visitors. It has implemented this policy to promote, educate, prevent and make absolutely clear that any verbal or physical conduct in the workplace that may result in physical injury or harassing behavior toward an employee will not be tolerated.

Everyone, as stated previously is expected and required to treat all employees with respect and dignity. It is the responsibility of all employees to work in compliance with the OHS Act and to report all violent behavior immediately.

## **GUIDELINES**

We believe that all employees have the right to work in an environment free from violence or harassment. In an attempt to create an environment that supports the company's goal, we have developed the following guidelines:

- We will not tolerate violent or harassing behavior from our employees, visitors or our contractors.
- Employees have a right to refuse any work that they believe will place them in danger of exposure to violent behavior from others. If they do, they will remain in a safe place and accessible to management or the Ministry of Labour Inspector (whichever applies) while the work refusal is being investigated. **Please note:**

Employees do have a right to refuse any work that they believe will place them in danger of exposure to harassing behavior from others; However, we will make every effort to investigate any complaint where an employee believes that they are in danger of exposure to harassing behavior.

- Employees are strongly encouraged to report all incidents of violence or harassment. All incidents will be investigated promptly, fairly and effectively. Individuals who believe they have been victims of violence or harassment are encouraged to file a complaint with management.
- No reprisals will be made against reporting employees.

## **WORKPLACE VIOLENCE**

The exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee. An attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee. A statement or behavior that is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the employee. Here are some examples of workplace violence. Violence examples are not limited to this list:

Physical injury, verbal abuse, threatening behavior/stalking, verbal/written threat, domestic violence, damage to property, physically aggressive behavior including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, and physically restraining someone or any other form of physical or sexual assault.

## **WORKPLACE HARASSMENT**

Engaging in a course of vexatious comment or conduct against an employee in a workplace because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome.

*or*

Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the employee and the person knows or ought reasonably to be known that the solicitation or advance is unwelcome. Here are some examples of workplace harassment. Harassment examples are not limited to this list:

Sexual, personal, poisoned environment, bullying, inappropriate comments about dress/body or sexual content conversations, inappropriate staring or leering, unwelcome touching/contact, belittling comments, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, sabotaging another's work; and offensive or intimidating phone calls, text messages or social media posts.

## **REPORTING WORKPLACE VIOLENCE**

The following procedures are to be followed where possible when reporting an incident of workplace violence. Confidentiality should be maintained at all times.

- If no imminent danger exists, where possible, complaints should be submitted in writing and signed by the person making the complaint (if possible). All complaints can be made in person, through e-mail or by telephone to management.
- There should be an accurate account of the incident(s), location of the incident, the outcome, times, dates, witnesses, relevant information and the parties involved.
- The incident will be investigated by management and may involve the services of an external company.
- Reporting employees will not be subjected to any reprisals, criticism, loss of privacy (where possible) or penalties.
- We will not disclose more personal information than is reasonably necessary to protect the employee from violence; however, confidentiality may be compromised in cases where it is perceived that imminent danger exists or in cases where it is required by law.

## **REPORTING WORKPLACE HARASSMENT**

The following procedures are to be followed where possible when reporting an incident of workplace harassment. Confidentiality should be maintained at all times. If a complaint is being made about management, reports can be made to an external provider. Further information can be obtained from Human Resources. The external provider will be available to conduct an investigation.

- Where possible initially, an employee who feels that another employee's behavior is inappropriate, should immediately inform that employee and ask that the behavior not be repeated. If the behavior continues or the situation needs immediate assistance, complaints of harassment should be reported to management immediately.
- Complaints should be submitted in writing and signed by the person who is making the complaint (if possible). Complaints can also be made in person or by telephone.
- The incident will be investigated by management who may use the services of an external company.
- Reporting employees will be informed in writing of the results of the investigation and of any corrective action.
- Reporting employees will not be subjected to any reprisals, criticism, loss of privacy (where possible) or penalties.

## **REPORTING DOMESTIC VIOLENCE**

We are committed to preventing domestic violence from becoming a part of our

workplace and to provide support to any employee who may become a victim of domestic violence. Any employee who is either a victim of domestic violence or becomes aware of another employee who is being subjected to domestic violence must inform management by reporting the violence in person or in writing.

### **HOW THE COMPANY WILL RESPOND TO COMPLAINTS**

Once a complaint has been received, we will immediately assess if emergency assistance is warranted and ensure the victim is in a safe place while this is determined.

- If a criminal act has been committed, police will be called immediately.
- First aid will be provided or medical aid will be obtained for the injured employee as necessary.
- An investigation will be completed when and where applicable.
- Information will be collected and interviews conducted.
- The outcome of the investigation may result in discipline for the perpetrator.

### **EMPLOYEE CODE OF CONDUCT**

In order for the workplace to operate productively, safely and profitably and to ensure there is a sense of mutual respect, all Reizt Inc. employees are expected to follow a code of conduct. The following list should act as a guide to appropriate workplace behavior:

- All employees must uphold the internal policies, procedures and guidelines of Reizt Inc.
- Employees may not use their position to obtain any personal gain from those doing or seeking to do business with Reizt Inc.
- Employees must ensure that all confidential information of Reizt Inc. remains confidential.
- Employees must conduct themselves in a responsible manner when representing the company.
- All employees must abide by the law and conduct themselves with honesty and integrity and not participate in, or benefit from, an illegal transaction.
- No employee may participate in any fraudulent activity. All suspicions of fraud must be reported to an employee's supervisor or manager.

### **EMPLOYEE POLICIES**

Here are the employee policies we have developed for our workplace. We may add policies in the future or change existing ones. If we do make changes, we will communicate any changes as they happen.

### **PUNCTUALITY & ATTENDANCE**

You are expected to be punctual when arriving for your scheduled shift and when attending meetings. You are also expected to attend work on your scheduled work days, or notify us before your shift begins if you are unable to attend work. Excessive tardiness, absenteeism or absences without notifying the company or without medical



evidence (if applicable) may result in disciplinary actions up to and including termination.

## **AODA**

Accessibility for Ontarians with Disabilities Act (AODA) provides an opportunity for businesses to ensure that disabled individuals can obtain services in the same way as non-disabled individuals. There are five elements to the Act of which not all sections apply to Reizt Inc. Customer Service Standard: We have developed policies and other documentation that state our commitment. The company will also ensure that any employees who interact with our business partners or the general public will receive AODA training to ensure that they are equipped with the knowledge they may need to help a disabled person obtain our services.

Employment Standard: We will ensure that our hiring practices, workplace information, talent and performance management practices (where applicable) meet the employment standard. We will also tell our employees about our policies through mediums such as this handbook and/or meetings or email. In addition, we will ensure that we will comply with any other sections of AODA that apply to the company. Please see the AODA binder for additional information.

## **ALCOHOL & DRUGS**

Employees who are under the influence of alcohol and drugs can have impaired judgment and performance. As a result, the safety of all employees and the potential of substantial damage to the company's business becomes a major concern. Employees are prohibited from possessing and distributing illegal substances and drugs in the workplace.

## **CONFLICT OF INTEREST**

This is a reminder that during your employment with Reizt Inc. you are not permitted to engage in any activities (either during or outside of working hours) that create a conflict with the interests of Reizt Inc. or your company, nor shall you provide any service to any person, company, Communications Corp. or organization if, in the sole opinion of Reizt Inc. the provision of such service would actually or potentially create a conflict of interest with your obligations to Reizt Inc. or your company. Reizt Inc. has the right to amend or alter our conflict of interest policy from time to time.

## **CONDUCT & PROGRESSIVE DISCIPLINE**

Our goal is to ensure that progressive discipline procedures are followed consistently and applied uniformly and fairly to all employees. By having a policy in place we ensure that employees understand the consequences for not correcting unacceptable behaviour that is brought to their attention. It also ensures that employees understand that non-severe misbehaviour that requires discipline will be progressive and that the

consequences for not correcting any misbehaviour will increase in severity as the misbehaviour continues. Severe misbehaviour could follow a non-progressive schedule depending on the seriousness of the misbehaviour.

The following outlines the progressive discipline program at Reizt Inc.:

- Verbal warnings
- Written warnings
- Suspension
- Termination

## **COMPENSATION**

Compensation for each position is determined by several factors, including but not restricted to your responsibility, qualification and job performance. The salary initially agreed upon between you and the company will be specified in your employment contract and is considered confidential information. Mandatory deductions are made to payroll according to provincial and federal regulations, or as authorized by you in writing.

## **DIVERSITY/NON-DISCRIMINATION PRACTICES**

Reizt Inc. is committed to principles of equity and fairness in all our employment practices. Our policies are in compliance with the Ontario Human Rights Code and all other applicable legislation. As a result, we will ensure that no employee is discriminated against because of their race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

## **EMPLOYEE PRIVACY**

Reizt Inc. is committed to ensuring that our employees' records are accurate and that their privacy is secure at all times. The following information describes the personal information that we collect from or about employees, and how we use the information and to whom we disclose that information.

## **WHAT INFORMATION WE COLLECT**

We collect and maintain different types of personal information in respect of those individuals who seek to be, are, or were employed by Reizt Inc., including the personal information contained in: resumes and/or applications; references and interview notes; letters of offer and acceptance of employment; payroll information; including but not limited to social insurance number and wage information.

In addition to the examples listed above, personal information also includes information such as name, home address, telephone, personal email address, date of birth, marital status, and any other information necessary to the company's business purposes. Reizt

Inc. tries to maintain physical, technical and procedural safeguards that are appropriate to the sensitivity of the personal information in question. These safeguards are designed to prevent your personal information from loss and unauthorized access, copying, use, modification or disclosure. We retain your personal information for as long as is required by law.

#### **DISCLOSURE OF INFORMATION**

From time to time we may need to disclose your personal information to a third party where we are permitted or required by applicable law or regulatory requirements to do so. Please be ensured that we will only do so if absolutely necessary and will ensure that strict confidentiality is maintained throughout the process.

You can ask to see the personal information that we hold about you. Please note that any such communication must be in writing. In the event that we cannot provide you with access to your personal information, we will try to inform you of the reasons why, subject to any legal or regulatory restrictions. Any questions about Hope Interactive Corp's. handling of personal information should be directed to Human Resources.

#### **LEAVES & STATUTORY HOLIDAYS**

Leaves will be granted in accordance with all applicable Canadian and/or Provincial law. All governmental legislated leaves that an employee may be entitled to receive will be recognized and adhered to by Reizt Inc. Any leave not covered under law must be requested in advance in writing and forwarded to the attention of management for approval.

Ontario observes the following statutory holidays: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.

#### **VACATION PAY**

You will accrue vacation pay at a rate of 4% of wages you earn for the first 5 years while employed by Reizt, after 5 years the rate will increase to 6%. Vacation time will be provided in accordance with the Act.

#### **HUMAN RESOURCES INFORMATION**

You are responsible for informing us as soon as possible of any changes to your personal information e.g. name, address, and telephone numbers.

#### **TEMPORARY LAY-OFF**

We reserve the right to use temporary lay-off if circumstances demand it. An employee is on temporary layoff when an employer cuts back or stops the employee's work without ending his or her employment (e.g., laying someone off at times when there is not enough work to do). For the purposes of the termination provisions of the ESA, a "week of layoff" is a week in which the employee earned less than half of what he or she would ordinarily earn (or earns on average) in a week. A week of layoff does not include any week in which the employee did not work for one or more days because the employee was not able or available to work, was subject to disciplinary suspension. Employers are not required under the ESA to provide employees with a written notice of a temporary layoff, nor do they have to provide a reason for the lay-off. We will follow ESA guidelines if we need to use temporary lay-off or if a lay-off becomes permanent.

Termination: Your employment with the Company may be terminated as follows:

1. By the company, at any time, for just cause. Just cause includes:
  - failing to work a scheduled Work Assignment on three (3) occasions, unless such failure is a medical reason, for reasons beyond your control, or any reason pursuant to the Act.
  - failure to notify the Company of any change in contact information; and
  - theft, fraud or willful misconduct.
2. By the Company, at any time, without just cause for any reason whatsoever, by providing you such minimum amounts for notice of termination, benefits and/or severance (if applicable) or payment in lieu thereof, as prescribed by the Act, which are applicable as of the date of termination. These entitlements are full and final and are inclusive of all entitlements under the common law.
3. You may terminate your employment with the Company at any time and for any reason whatsoever, upon giving the Company two (2) weeks prior written notice.

Abandonment: Your employment will be deemed to have been abandoned where:

1. If you fail to report for work to an accepted Work Assignment
2. If you fail to notify the Company prior to the start of your work assignment;
3. You do not contact the Company within 72 hrs of the start time of work assignment to explain your absence.

Where your employment has been abandoned, the Company will have no further obligations to you.

### **New Labor Law Rules and Regulations: Bill 148**

Ontario just passed the Fair Workplaces, Better Jobs Act, 2017 under Bill 148 in response to the first-ever independent review of both the Employment Standards Act (ESA), 2000 and the Labor Relations Act (LRA), 1995. This will greatly impact how businesses operate, given that the Act will start by:

- Increasing the minimum wage;
- Mandating equal pay for equal work;
- Expanding personal emergency leave; and
- Enhancing employment standards enforcement.

There are three major areas of focus where Ontario has made changes to the labor law rules.

### **1. Minimum Wage**

Ontario is raising the minimum wage by 21 percent across most categories of pay. The general minimum wage will increase from \$11.60 to \$14.00 per hour for 2018, and again, to \$15.00 per hour as of 2019.

### **2. Employment Standards Act**

Ontario is changing the minimum employment standards by enforcing greater employer obligations and increasing employee rights. The changes cover:

- Equal pay for equal work for casual, part-time, temporary and seasonal employees, as well as temporary help agency workers
- Scheduling
- Overtime entitlement and pay
- Vacation entitlement and pay
- Personal emergency leave entitlement and pay
- Public holiday pay
- Domestic or sexual violence leave
- Pregnancy leave
- Critical illness leave
- Family medical leave
- Death of a child or for crime-related disappearance leave
- Parental leave
- Orders to pay employees directly
- Employee contact
- Employee misclassification
- Joint liability of related employers
- Penalties for non-compliance of the ESA
- Unpaid wage interest
- Collections
- Electronic agreements

### **3. Labor Relations Act**

Ontario is changing the labor laws to strengthen workers rights. The changes address:

- Union certification
- Successor rights
- Bargaining units structuring
- Return-to-work rights and procedures
- Just cause protection

- Increased fines

In addition to the three focuses of change, the Government of Ontario has passed new regulations for the Occupational Health and Safety Act, specific to safe footwear on the job.

### **CONSEQUENCES FOR VIOLATING POLICIES**

It is important that you know the consequences for not following company policies. Policies are implemented to ensure that employees know the behavior that is expected of them in the workplace. Policies, especially safety policies are a very important part of any company and Reizt Inc. has taken the time to develop and implement the policies it believes are relevant. Reizt Inc. will not tolerate violations of its employee or safety policies. The consequences for violating a company safety or employee policy are as follows:

Any individuals found to have deviated from the guidelines, procedures or responsibilities documented in company policies or from the procedures stated during any health and safety training or awareness sessions/alerts may be subject to disciplinary action up to and including dismissal.

### **ACKNOWLEDGEMENT & FORMS**

I have read, understood and agree with the contents above by Reizt Inc. I understand that it is my responsibility to abide by all Reizt Inc. policies/procedures and also understand the consequences for non-adherence to company policies, procedures and policy guidelines. I understand my responsibilities for working safely in the workplace.

I also understand that this does not constitute a contract of employment, and that the policies are subject to changes or be updated at any time. Reizt Inc. reserves the right to make any changes or updates that become necessary over time.

I further understand that both during and after employment with Reizt Inc. that I shall keep all confidential information confidential and shall not use any proprietary or confidential information except in the course of carrying out authorized activities on behalf of Reizt Inc.

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Print Name

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Signature

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Date