



HEALTH & SAFETY POLICY STATEMENT

At Kelly Services (Canada), Ltd., safety is a value that is at the core of our culture. We care deeply about the safety and health of our employees and we will never knowingly assign an employee to perform unsafe work duties, work in unsafe areas, or work under unsafe conditions. Kelly is committed to achieving compliance with legal requirements and to continual improvement of our safety programs. We review customer work sites to assess their overall safety program, safety performance, facility operations and safety philosophies. Kelly works closely with our customers to foster safety awareness and proactive safety culture and to ensure you receive the training and personal protective equipment necessary to perform your duties safely.

Kelly is committed to providing a physically, psychologically health and safe workplace that is focused on the social well-being, as well as, the protection of our employees. The management of Kelly recognizes that workers and the company have a shared responsibility to promote the principles of mutual respect, confidentiality and cooperation, as outlined in this policy. Any act that can cause harm to worker psychological health is unacceptable and will not be tolerated.

While we strive to ensure the safety of all employees, the efforts of Kelly and our customers cannot completely protect employees from work-related injuries and illnesses – we need your cooperation. It is our intent to provide our customers with employees who are committed to protecting themselves and their co-workers from injury and illness. Employees are expected to contact their Kelly representative and customer supervisor to report any hazardous conditions or work practices, to request safety information or training, or to make safety suggestions. Kelly wants to ensure that individuals are aware that any harm to psychological health and safety is, also, considered a serious offence and will be addressed accordingly.

Definitions:

Psychological health

A state of well-being in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community.

Psychologically healthy and safe workplace

A workplace that promotes workers' psychological well-being and actively works to prevent harm to worker psychological health due to negligent, reckless, or intentional acts.

Workplace harassment

Means any objectionable or unwelcome conduct, comment, or action that a person knows or ought reasonably to know will or would cause offence or humiliation to a worker, but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or the workplace.

Workplace violence

According to Alberta's Occupational Health and Safety Code, workplace violence means: "the threatened, attempted or actual conduct of a person that cause or is likely to cause physical injury" Examples of workplace violence include the following:

- *Threatening behaviour such as shaking fists, destroying property or throwing objects*
- *Verbal or written threats (any expression of intent to cause harm)*
- *Physical attacks such as hitting, shoving, pushing or kicking*

Responsibility for our safety and health program are shared as follows:

- Kelly recognizes its role as overseer of the program. Program development, refinement and administration is the specific responsibility of the Corporate Security and Safety department, which works closely with the field organization and other corporate departments.
- All employees are expected to cooperate fully and comply with all safety and health programs.
- Employees at the management level are responsible for developing and maintaining proper attitudes towards psychological safety and health in themselves and in those they supervise and for ensuring that all work-related activities are performed with the utmost regard for psychological safety and health. Because our temporary employees work on our customers' premises and are not under Kelly's supervision and control, our customers are responsible for providing our temporary employees with a safe work environment that complies with all applicable laws, as well as any site-specific training and required personal protective equipment.
- Kelly will never knowingly conduct business with customers who are not committed to protecting the Psychological safety and health of our temporary employees. Kelly will foster an organizational cultural that promotes the psychological health and safety of all of our employees.



Byrne Luft
Vice President & Country General Manager
Kelly Services (Canada), Ltd.