



Update to Operations and Employment Policies

Date: February 22, 2022

To: Environment, Social and Governance Committee

From: President and CEO

SUMMARY

The purpose of this report is to seek Board approval on Management's updates to TO Live's Operations and Employment Policies.

RECOMMENDATIONS

The President and CEO recommends that the Board of Directors of TO Live:

1. Approve the list of updated operations and employment policies, as outlined in Attachment 1 and 2.

FINANCIAL IMPACT

There is no financial impact.

DECISION HISTORY

None.

COMMENTS

Management undertook a review of a TO Live policies during the COVID period and subsequently, some policies required updates. Attachment 1 is a summary of the updated Operations and Employment Policies. Attachment 2 contains the updated or new policies, as noted below:

- 201 - Remote Work
- 203 - Employment Equity
- 214 - Personal & Sick Days
- 216 - Accessible Employment
- 217 - AODA Accessibility
- 218 - Lieu Time
- 223 - Employment Assistance Program
- 225 - Personal Leave of Absence

CONTACT

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SIGNATURE

Clyde Wagner
President & CEO

ATTACHMENTS

Attachment 1 - Summary of Updates to TO Live Operations and Employment Policies
Attachment 2 - Updated Policies