



**GREEN EVENT NINJAS**

*Sustainable events made easy.*

# SEASONAL EMPLOYEE HANDBOOK

**Canada — 2026**

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**Green Meeting Ninjas Inc., operating as Green Event Ninjas ("GEN")**

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Applies to seasonal Recycling Ninjas working in **Ontario** and **Alberta** during the 2026 season.

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## 1. Welcome to the Crew

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Welcome to Green Event Ninjas.

We don't plan events — we help the people who do, do it in a more sustainable way. When you're on a GEN crew, you're the reason an event leaves behind clean grounds and sorted waste instead of a mess in a landfill. It's real, physical, visible work, and it matters.

We'll be straight with you about what the job involves: long days, all weather, and yes, sorting through other people's garbage. It isn't glamorous. But it's important, the crews are good people, and the work has a point. We try to keep things light, bring a bit of humour to it, and look after each other while we get it done.

This handbook tells you how we work, what we expect from you, and what you can expect from us. Read it. Keep it handy. Ask questions any time at [staffing@greeneventninjas.com](mailto:staffing@greeneventninjas.com).

## 2. How This Handbook Works

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**This Handbook is GEN's workplace policy — and following it is part of your job.** You signed (or will sign) a **Seasonal Employment Agreement** (the "Agreement") before starting work. That Agreement is the contract, and it's the controlling document. This Handbook is **not** part of that contract; it sets out the policies, standards, and Code of Conduct you're required to follow as a term of your Agreement.

A few things to understand clearly:

- **The Handbook is policy, not contract.** It sets out how we work and what we expect, but it doesn't create contractual rights or obligations on its own — your contractual terms live in your Agreement. GEN can add to, change, or remove Handbook policies, subject to applicable law.
- **If the Handbook and your Agreement ever conflict, your Agreement wins.** Nothing in this Handbook changes any term of your Agreement — your pay, position, hours, or termination terms — or your minimum entitlements under employment standards law.
- **This Handbook is not a promise of work or of any particular number of hours, shifts, or events.** Your employment is seasonal and event-driven, exactly as described in your Agreement.
- **We can update this Handbook.** GEN may add to, change, or remove policies from time to time as laws, clients, and operations change, subject to applicable law, and we'll communicate material changes. You're expected to follow the current version. Because the Handbook is policy rather than part of your Agreement, updating it doesn't change your Agreement or your employment-standards entitlements.
- **Where you work changes which rules apply.** Most of this Handbook applies everywhere. Some things — overtime, holidays, who regulates safety — differ by province. Those specifics are in **Addendum A (Ontario)** and **Addendum B (Alberta)**. If a provincial addendum says something more specific than the main text, follow the addendum for that province.

If anything here is unclear, ask before you guess. That's true of the whole job, actually.

## 3. Your Employment at a Glance

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This is a plain-language summary. Your **Agreement** is the full, governing version — read it alongside this.

- **Seasonal and fixed-term.** Your employment runs from your start date to the end date in your Agreement and then ends automatically, unless ended earlier under the Agreement.
- **Event-by-event work.** We offer shifts; you can accept or decline them. Declining work, or us having fewer events, is not a layoff, a termination, or a dismissal — it's just the nature of event work.
- **Probationary period.** Your first three months are probationary, as set out in your Agreement.
- **You represent GEN and our client.** On site, you're a guest on someone else's property and often in full view of the public, attendees, and media. More on this in the Code of Conduct.

## 4. Getting Paid

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Your wage rate, pay frequency, and deductions are set out in your **Agreement**. Here's how pay works in practice.

- **You're paid for hours actually worked**, at your hourly rate, by the method and schedule in your Agreement.
- **Statutory deductions** (income tax, CPP, EI) come off as required by law.
- **Overtime** is paid as required by the law of the province where you work the hours. The rules differ between Ontario and Alberta — see your provincial addendum.
- **Public / general holidays.** If you work one, you're paid premium pay as required by the applicable provincial law. Eligibility and entitlements differ by province — see your addendum.
- **Vacation pay** is paid at **4%** of your gross wages each pay period and shown as a separate line on your pay statement.
- **The “reporting to work” minimum.** If you're scheduled, show up, and end up working a short shift through no fault of your own, you're paid the provincial minimum for reporting — see your addendum.
- **Expenses.** GEN reimburses reasonable, **pre-approved** business expenses. Get approval first and keep your receipts.
- **Tips and gratuities** (if any) are discretionary and are not part of your guaranteed pay.
- **Deductions.** We only make deductions that are required by law or that you've authorized in writing, as permitted by law. We do **not** dock your pay for damaged or lost equipment, and we do not deduct for cleaning or normal wear on your uniform. The one authorized deduction is the **refundable uniform deposit** described in your Agreement — refunded in full when you return your uniform items, clean or not, subject only to normal wear and tear.

If your pay ever looks wrong, tell us right away at [staffing@greeneventninjas.com](mailto:staffing@greeneventninjas.com). We'll fix genuine errors promptly.

## 5. Scheduling, Attendance & Time

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**How shifts work.** We give you reasonable notice of available shifts. You can decline a shift. But once you **accept** a shift, we're counting on you — that shift has to be worked unless you give reasonable advance notice that you can't make it, or you have a lawful reason for being absent.

**No-shows are a big deal.** Not showing up for a shift you accepted, without notice, leaves your crew short on a job we've committed to a client. A no-show is treated as a serious breach and can lead to discipline up to and including termination. If something goes wrong and you can't make a shift, **contact your supervisor as early as you possibly can.** Things happen; we get it. Silence is the problem, not the emergency.

**Be on time.** "On time" means ready to work — checked in, in uniform, PPE on — at the start of your shift, not arriving in the parking lot. Event timing is tight and the gates don't wait for us.

**Recording your time.** You must accurately record your hours using the method GEN gives you (sign-in sheet, app, or supervisor check-in). Never record time for someone else, and never have someone record time for you. Falsifying time records is grounds for termination.

**Breaks.** You're entitled to meal and rest breaks as required by the law of the province you're working in — see your addendum. Your supervisor will tell you when breaks happen during a shift, since they have to be coordinated around the event.

## 6. The Code of Conduct

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This is the heart of the Handbook. It applies to every Recycling Ninja, on every shift, on every site. The standard is simple: **be safe, be honest, be respectful, and do the job you're there to do.** What follows is what that looks like in practice.

### 6.1 Show up ready and do the work

- Arrive on time, in your full uniform and PPE, fit and ready to work.
- Follow the lawful, reasonable directions of your supervisors and crew leads.
- Stay on task during your shift. Work the full shift you accepted.
- If you're unsure how to do something, ask. Guessing on a job site is how people and equipment get hurt.

### 6.2 Treat people with respect

- Treat coworkers, supervisors, clients, vendors, event staff, and the public with courtesy and respect.
- No harassment, bullying, discrimination, threats, or violence of any kind. This is serious enough that it has its own section — see **Section 8** — but it's also a core conduct rule.
- Disagreements happen. Handle them professionally and, if needed, bring them to a supervisor. Never let a conflict spill out in front of a client or the public.

### 6.3 Be honest and act with integrity

- Be truthful with GEN and with clients.
- **Found property stays found property.** Event grounds are full of lost phones, wallets, jewellery, and cash. Anything of value you find belongs to someone — turn it in to your supervisor or the site's lost-and-found. Taking it is theft.
- Theft of any kind — from GEN, a client, a coworker, or the public — results in immediate termination and may be reported to police.
- Don't falsify records of any kind, including time, expenses, or incident reports.

### 6.4 Respect the client's site and the public

- You are a guest on the client's property. Follow all client-site rules, including their security, access, and conduct rules.
- Assume you are always visible — to attendees, to media, and to cameras. Conduct yourself accordingly.
- Stay in the areas you're assigned to. Don't wander into restricted areas, performer/VIP areas, or back-of-house spaces unless your role requires it and you're authorized.
- Don't accept free admission, merchandise, food, or perks from a client or vendor unless your supervisor has confirmed it's offered to the crew.

## 6.5 Look the part

- Wear your complete GEN uniform and assigned PPE during your entire shift. The uniform identifies you as part of the crew and the PPE keeps you safe — both are mandatory, not optional.
- Keep your appearance clean and presentable for a public-facing role. Closed-toe safety footwear as specified for your site. No altering or covering the GEN uniform branding.
- If any uniform or PPE item is damaged, lost, or doesn't fit safely, tell your supervisor — don't work without it.

## 6.6 Stay unimpaired

- Do not come to work, or work, while impaired by alcohol, cannabis, illegal drugs, or any medication (prescription or over-the-counter) that affects your ability to work safely. This is both a conduct rule and a safety rule.
- If you're taking medication that could affect your ability to work safely — especially if your role involves vehicles or powered equipment — tell your supervisor before your shift.
- Impairment on a job site, around equipment and crowds, is dangerous and is grounds for immediate removal and possible termination.

## 6.7 Phones and attention

- Your attention belongs on the work and your surroundings. Personal phone use during active work — scrolling, calls, texting, headphones in both ears — is a safety hazard around traffic, equipment, and crowds, and isn't permitted on shift except during breaks or for a genuine work or emergency reason. (See **Section 11** for the full policy, including approved documentation and reporting uses.)

## 6.8 Protect what's confidential

- Keep GEN's and our clients' non-public information confidential — client lists, pricing, event details, operations, and anything about coworkers. This continues after your employment ends. (See **Section 12**.)

## 6.9 Avoid conflicts of interest

- Don't take on outside work or activities that materially interfere with your GEN duties or that directly compete with GEN at an event site where you're working. Ordinary outside jobs that don't interfere are fine. (See your Agreement, Section 9.)

## 6.10 Care for equipment and property

- Use GEN and client equipment carefully and only as you've been trained. Return GEN property in good condition. (See **Section 10**.)

**Breaking the Code of Conduct can lead to discipline up to and including termination.** Some breaches — violence, threats, theft, serious safety violations, harassment, impairment, repeated no-shows, falsifying records — are serious enough to justify immediate termination for just cause. See **Section 15**.

## 7. Health & Safety

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Your safety is the priority that beats everything else, including finishing fast. We'd always rather a job ran long than a person got hurt.

### 7.1 The shared deal

- GEN will provide a safe workplace, training, PPE, and supervision, and will comply with the occupational health and safety law of the province you're working in.
- You will work safely, use your PPE, follow safe procedures and site rules, and look out for your crewmates.

### 7.2 Your core safety rights (in every province)

- **The right to know** about hazards in your work.
- **The right to participate** in keeping the workplace safe.
- **The right to refuse work** you reasonably believe is unsafe. GEN will not retaliate against anyone who refuses unsafe work or raises a safety concern in good faith. The exact refusal process is set by provincial law — see your addendum.

### 7.3 PPE

Wear all assigned PPE for your whole shift: high-visibility vest, cut-resistant or appropriate gloves, safety footwear, and anything else specified for your site (eye protection, etc.). If PPE is missing, damaged, or doesn't fit, get a replacement before you work.

### 7.4 Hazards specific to our work — read this part carefully

Waste and event work has real, specific hazards. The big ones:

- **Sharps and broken glass.** Never reach blindly into a bag, bin, or pile, and never compress a bag with your hands or body. Assume needles and broken glass are present. Use tools, grabbers, and proper technique. If you're stuck by a needle or cut by glass, **stop, tell your supervisor immediately, and seek medical attention** — this is reported and treated, every time, no exceptions and no judgement.
- **Biohazards and contamination.** Treat all waste as potentially contaminated. Keep your hands away from your face. Wash or sanitize your hands before eating, drinking, or touching your phone, and at the end of your shift.
- **Lifting and repetitive strain.** Lift with your legs, get help or use equipment for heavy or awkward loads, and don't overfill bags. Pace yourself.
- **Heat, sun, and weather.** Outdoor event days get hot. Drink water before you're thirsty, take your breaks, use shade and sunscreen, and tell a supervisor early if you feel dizzy, nauseous, or stop sweating. We'd much rather pull you for a rest than treat heat illness. Cold and wet days have their own risks — dress for it and speak up.
- **Traffic and equipment on site.** Stay visible, stay out of the path of carts, trucks, and forklifts, and make eye contact with drivers. Never assume a driver has seen you.

- **Fatigue.** Long days are normal. If you're too tired to work safely, say so.

## 7.5 Report everything

Report **every** injury, accident, near-miss, and unsafe condition to your supervisor **immediately**, and complete any required incident report — even if it seems minor, and even if no one was hurt. Near-misses are how we prevent the next real injury. Reporting fast also protects your workers' compensation coverage.

## 7.6 Workers' compensation

You're covered for workplace injuries through the provincial workers' compensation system (WSIB in Ontario, WCB in Alberta). Reporting an injury promptly is what makes that coverage work — see your addendum.

# 8. A Respectful Workplace

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*\*Harassment, Violence & Discrimination\**

GEN is committed to a workplace free of harassment, violence, and discrimination. This isn't a nice-to-have — it's a core value, it's the law in both provinces, and it's the section of this Handbook we take most seriously.

This policy applies to everyone you encounter through work: coworkers, supervisors, clients, vendors, event staff, and the public. It applies on site, in transit for work, at work-related events, and in work-related calls, texts, and messages — including on personal devices.

## 8.1 What's prohibited

- **Discrimination** — treating someone adversely because of a protected ground (such as race, ancestry, place of origin, colour, ethnic origin, citizenship, creed/religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, marital or family status, disability, and other grounds protected by provincial human rights law). The full list of protected grounds differs slightly by province — see your addendum.
- **Harassment** — a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. This includes **sexual harassment** (unwelcome sexual comments, advances, or conduct) and harassment based on any protected ground. A single serious incident can qualify.
- **Workplace violence** — the use of, attempt at, or threat of physical force that could cause physical injury, including with equipment or vehicles.
- **Retaliation** — punishing or targeting someone for reporting, or participating in the investigation of, a complaint under this policy.

Reasonable management of work and performance — assigning tasks, scheduling, giving feedback, coaching, discipline — is **not** harassment.

## 8.2 How to report

1. If you can do so safely, tell the person the behaviour is unwelcome and to stop. You don't have to — this is never required.
2. Report it to **your supervisor or crew lead**, or directly to **staffing@greeneventninjas.com**.
3. If a supervisor is the problem, go straight to **staffing@greeneventninjas.com**.

Reports can be made verbally or in writing. **If there's an immediate threat to anyone's safety, call 911 first**, then notify GEN.

Supervisors and crew leads who learn of possible harassment or violence **must** report it to GEN. Failing to report, or allowing it to continue, is itself a conduct violation.

### 8.3 How GEN responds

- We investigate complaints promptly, fairly, and as confidentially as the situation allows — sharing information only with those who need it to investigate or respond.
- We take interim steps where needed to keep people safe during an investigation.
- We tell the person who complained, and the person complained about, of the outcome as it affects them.
- We take corrective action where a complaint is substantiated, up to and including termination.

### 8.4 No retaliation

Retaliating against anyone for making a good-faith complaint or taking part in an investigation is strictly prohibited and is itself a serious violation. (This protection doesn't cover someone who knowingly makes a false complaint in bad faith.)

You also have the right to take a human rights complaint to the provincial human rights body — see your addendum for the relevant contact.

## 9. Accommodation

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GEN accommodates employees to the point of undue hardship, as required by human rights law, including for disability, pregnancy, family status, creed/religion, and other protected grounds.

If you need an accommodation to do your job safely or to take part in the workplace — a schedule adjustment, modified duties, equipment, a religious observance, something pregnancy-related, or anything else — **just ask**. Contact your supervisor or [staffing@greeneventninjas.com](mailto:staffing@greeneventninjas.com). You don't need to disclose a diagnosis; you do need to tell us enough about the limitation and what you need so we can work it out together.

We'll engage with you cooperatively to find a workable accommodation. We may ask for relevant supporting information (for example, a note about your functional limitations and needs, not your underlying condition). In Ontario, we also meet our obligations under the accessibility legislation — see Addendum A.

## 10. Equipment, Vehicles & Property

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### 10.1 Equipment and supplies

Use GEN's equipment, uniforms, and supplies with reasonable care and only as trained. Return all GEN property — uniforms, equipment, ID, keys, materials — in good condition (normal wear and tear excepted) at the end of your employment or whenever we ask.

### 10.2 Vehicles and powered equipment

Do **not** operate any GEN or client vehicle, golf cart, UTV, forklift, or other powered equipment unless **all** of the following are true:

- you hold any licence required for it;
- you've completed GEN's training for that equipment and have written authorization to operate it; and
- you follow all safety policies, including GEN's Golf Cart Safety Program and any GPS/location-tracking acknowledgement.

If you may drive a GEN vehicle on a public road, you consent to GEN verifying your driver's licence and, where reasonable, requesting a driver's abstract. (See your Agreement, Section 8.)

### 10.3 GPS and location tracking

Some GEN vehicles and equipment carry GPS or location tracking for safety, coordination, and asset protection. By operating that equipment you acknowledge the tracking. See Addendum A for Ontario's electronic-monitoring notice.

## 11. Phones, Technology & Social Media

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### 11.1 Personal phones on shift

Active waste and event work happens around traffic, equipment, and crowds, so your attention has to be on your surroundings. Personal phone use during active work is not permitted except during breaks or for a genuine work or emergency reason. Keep it put away and keep at least one ear free of headphones.

### 11.2 Documentation and reporting (this is allowed and encouraged)

You **may** use your phone to document workplace conditions, safety hazards, incidents, or potential misconduct, and to report them to GEN — that's exactly the kind of thing we want captured. You may also take photos or video for approved GEN purposes (for example, content a supervisor has asked for or approved).

What you must **not** do:

- record people without their knowledge in situations where they'd reasonably expect privacy;
- capture confidential or proprietary GEN or client information without authorization; or
- make audio recordings where the law requires consent you don't have.

### 11.3 Social media

- Don't post GEN's or a client's confidential information, and don't post content that identifies a client or event without authorization — many of our clients require this.
- Don't post photos or video of attendees, coworkers, or the public in a way that's harassing, demeaning, or invades privacy.
- Don't speak on behalf of GEN unless you're authorized to.
- You're free to talk about your own working conditions and wages with coworkers — nothing here is meant to limit your legal rights to do that.

## 12. Privacy, Image & Likeness

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### 12.1 Your personal information

GEN collects, uses, and discloses your personal information for employment purposes — payroll, scheduling, safety, workers' compensation, and the like — and handles it in accordance with applicable privacy law. We share it only with those who need it for those purposes or as required by law.

## 12.2 Image and likeness

Events are photographed and filmed. As set out in your Agreement (Section 11), you consent to GEN capturing your image, likeness, and voice during operations at event sites, and to GEN using that material in its marketing, promotional, training, and corporate materials. You can withdraw that consent prospectively in writing at any time; withdrawal doesn't affect prior use.

## 13. Time Off & Leaves

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As a seasonal employee you have access to the **job-protected leaves** provided by the employment standards law of the province you work in — for example, leaves for personal illness, family responsibilities, bereavement, and domestic or sexual violence, among others. These leaves, their length, and whether they're paid or unpaid are set by provincial law and differ between Ontario and Alberta.

Because the details are statutory and change periodically, we haven't reproduced every leave here. If you need a leave, or want to know what you're entitled to, contact **staffing@greeneventninjas.com** and we'll walk you through it and make sure you get your full entitlement. Your provincial addendum lists the leaves available in your province at a high level.

We will never penalize you for taking a leave you're legally entitled to.

## 14. Raising a Concern

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If something's wrong — a safety issue, a pay question, a conflict, a policy you don't understand, or conduct that bothers you — **raise it**. We can't fix what we don't hear about, and we'd much rather hear it early.

- For most things: start with your **supervisor or crew lead**.
- For pay or scheduling: **staffing@greeneventninjas.com**.
- For harassment, violence, or discrimination, or anything involving a supervisor: go directly to **staffing@greeneventninjas.com** (see Section 8).
- For an immediate safety threat: **call 911 first**, then tell GEN.

Raising a genuine concern in good faith will never be held against you.

## 15. Discipline & Ending Employment

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### 15.1 How discipline usually works

When conduct or performance falls short, GEN typically uses a progressive approach — for example a conversation, then a warning, then more formal steps — chosen to fit the situation. This is our general practice, not a fixed sequence we're locked into. We may skip steps, and serious misconduct can result in immediate termination.

## 15.2 Serious misconduct (just cause)

Some conduct is serious enough to justify **immediate termination for just cause**, without notice or pay in lieu, to the extent the law allows. Examples include: theft; assault, threats, or violence; harassment; impairment at work; serious or repeated safety violations; repeated no-shows; and falsifying records. This list is illustrative, not exhaustive.

## 15.3 How employment ends

Your employment can end in the ways set out in your **Agreement** (Section 10): automatically at the end of the term; during probation; for just cause; or without cause on the notice or pay required by the applicable employment standards law. Your Agreement is the governing word on all of this.

**Whatever happens, your entitlements will never be less than the statutory minimum** in the province where you work.

## 15.4 Resigning

If you decide to leave before the end of the season, please give us at least **two weeks' written notice** where you can, so we can cover your shifts. (See your Agreement, Section 10.5.)

## 15.5 Returning property

When your employment ends, return all GEN property — uniform, equipment, ID, keys, materials — in good condition (normal wear and tear excepted). Your refundable uniform deposit is returned to you once your uniform items are back, as described in your Agreement.

# 16. Acknowledgement & Updates

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You don't sign this Handbook separately. Your acknowledgement of it is built into your **Seasonal Employment Agreement** (Section 6): by signing that Agreement, you confirm that you received this Handbook, had the chance to read it and ask questions, and agree to follow it. Following the Handbook is a term of your Agreement — but the Handbook itself is GEN policy, not part of the contract, and the Agreement governs if the two ever conflict.

GEN may add to, change, or remove Handbook policies at any time, subject to applicable law. We'll communicate material changes, and you're expected to follow the current version. Because the Handbook is policy rather than part of your Agreement, updating it doesn't change your Agreement or your minimum entitlements under employment standards law.

Questions about anything in here? [staffing@greeneventninjas.com](mailto:staffing@greeneventninjas.com).

## Addendum A — Ontario

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This addendum sets out Ontario-specific rules. Where it differs from the main Handbook, follow this addendum while working in Ontario. Your employment standards are governed by Ontario's \*Employment Standards Act, 2000\* ("ESA"), your safety by the \*Occupational Health and Safety Act\* ("OHSA"), and your human rights by the \*Ontario Human Rights Code\*.

**Overtime.** Paid at 1.5× your regular rate for hours worked over **44 in a work week**.

**Minimum wage.** You'll be paid at least the Ontario general minimum wage in effect, which is adjusted annually.

**Public holidays.** Ontario has nine public holidays (New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving, Christmas Day, and Boxing Day). If you work a public holiday you receive premium pay at 1.5×; your public-holiday entitlements are determined under the ESA's public-holiday rules.

**Vacation pay.** 4% of gross wages, paid each pay period as a separate line item.

**Reporting to work ("three-hour rule").** If you're scheduled and report for a shift but work less than three hours through no fault of your own, you're paid at least three hours at your regular rate, subject to ESA minimums.

**Meal breaks.** You're entitled to at least a 30-minute eating period after no more than five consecutive hours of work (which can be split into two breaks if you and GEN agree).

**Health & safety (OHSA).** Your right to refuse unsafe work follows the OHSA process: report the refusal to your supervisor, who investigates; if it isn't resolved, a Ministry of Labour, Immigration, Training and Skills Development inspector can be called. You won't be penalized for a good-faith refusal. GEN maintains workplace harassment and workplace violence policies and programs as required by the OHSA.

**Workers' compensation (WSIB).** Workplace injuries are covered by the Workplace Safety and Insurance Board. Report any injury to your supervisor immediately so the claim can be filed on time.

**Human rights.** Protected grounds under the \*Ontario Human Rights Code\* include race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy), sexual orientation, gender identity, gender expression, age, record of offences (in employment), marital status, family status, and disability. You may contact the **Human Rights Tribunal of Ontario** to file an application, and the **Human Rights Legal Support Centre** for assistance.

**Accessibility (AODA).** GEN meets its obligations under the \*Accessibility for Ontarians with Disabilities Act\*, including providing accommodation and accessible communication on request.

**Electronic monitoring notice.** GEN may electronically monitor employees — including GPS/location tracking on vehicles, golf carts, and powered equipment, and the timekeeping and communication tools we provide — for safety, coordination, payroll, and asset-protection purposes. This notice is provided in accordance with the ESA's electronic-monitoring requirements.

**Disconnecting from work.** Given the event-driven, scheduled nature of seasonal work, you are not expected to perform work or respond to work communications outside of your scheduled and accepted shifts, except where reasonably necessary for safety or an operational emergency.

**Job-protected leaves (high level).** The ESA provides job-protected leaves that may apply to you, including sick leave, family responsibility leave, bereavement leave, domestic or sexual violence

leave, family medical leave, and others. Contact [staffing@greeneventninjas.com](mailto:staffing@greeneventninjas.com) for details and to request a leave.

## Addendum B — Alberta

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This addendum sets out Alberta-specific rules and applies while you're working at an event in Alberta. Where it differs from the main Handbook, follow this addendum in Alberta. Your employment standards are governed by Alberta's \*Employment Standards Code\*, your safety by the \*Occupational Health and Safety Act\* (Alberta), and your human rights by the \*Alberta Human Rights Act\*.

**Overtime.** Alberta uses the "8/44" rule: overtime is paid at 1.5× for hours worked over **8 in a day or 44 in a week — whichever is greater** (not both added together).

**Minimum wage.** You'll be paid at least the Alberta general minimum wage in effect.

**General holidays.** Alberta's general holidays are New Year's Day, Alberta Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, and Christmas Day. General-holiday pay and eligibility (including the rules about having worked enough days) are determined under the Employment Standards Code. If you work a general holiday you're paid as required by the Code.

**Vacation pay.** 4% of gross wages.

**Breaks.** You're entitled to at least a 30-minute break (paid or unpaid) within every five-hour work period, with the standard Code exceptions.

**Health & safety (OHS).** Your right to refuse dangerous work follows Alberta's OHS Act: report the concern to your supervisor, who must investigate; unresolved refusals can be escalated to Alberta OHS. You won't be penalized for a good-faith refusal. GEN maintains harassment and violence prevention plans and policies as required by Alberta OHS.

**Workers' compensation (WCB).** Workplace injuries are covered by WCB-Alberta. Report any injury to your supervisor immediately so the claim can be filed on time.

**Human rights.** Protected grounds under the \*Alberta Human Rights Act\* include race, religious beliefs, colour, gender (including pregnancy), gender identity, gender expression, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation, and physical and mental disability. You may contact the **Alberta Human Rights Commission** to file a complaint.

**Job-protected leaves (high level).** The Employment Standards Code provides job-protected leaves that may apply to you, including personal and family responsibility leave, bereavement leave, domestic violence leave, and others (most carry a minimum-service requirement). Contact **staffing@greeneventninjas.com** for details and to request a leave.