

General Information About Our Workplace

(Full-time, Salaried Employees)

Our Vision

Our vision is to be an industry leader in providing the highest quality products, services and people critical to our government and commercial customers while maintaining the highest levels of safety, security and on-time delivery.

Our Working Environment

At BWXT Canada we recognize that our employees are key to our success. We believe, as well, that only in a flexible and supportive work environment is it possible for all members of our team to perform at their optimum level and achieve their career goals. The following is a brief overview of our workplace.

- **Equity and Diversity:** We actively practice and support equity in the workplace and value the diversity of our workforce. We offer employment opportunities to qualified candidates regardless of race, place of origin, age, etc.
- **Mutual Respect:** Every employee of BWXT has a right to be treated fairly, with respect, dignity and consideration in a workplace that is free of harassment.
- **Ethics:** A reputation for honesty and integrity is an important asset. The ethical conduct of our business, and compliance with both the letter and the spirit of the laws and regulations that govern our operations, build trust and respect with customers, suppliers, employees, shareholders, and the communities in which we operate.
- **Health, Safety and Environment:** Health and safety is a critical priority and everyone at BWXT is expected to include safety considerations as part of their working day. We are also committed to environmental protection and the principles of sustainable development.
- **Operational Excellence:** We are proud of our total quality program and process of ongoing improvement.
- **Training and Development:** BWXT is committed to the development and career growth of all our employees. We provide support through our in-house training programs, our Education Refund Plan, our Performance Management Process, and our Career Opportunity Program.
- **Variable Working Hours:** Standard working hours are 8 per day, Monday to Friday, for a total of 40 hours per week. However, in order to accommodate the personal needs of individual employees and satisfy ongoing business requirements, there is some flexibility in how these hours may be worked:

Core hours:	9:00 a.m. to 4:00 p.m.
Lunch:	½ hour or 1 hour (unpaid)

Employees and their supervisors discuss and decide upon the most appropriate working hours, taking into consideration that each department must be covered during our normal business hours of 8:00 a.m. to 5:00 p.m.
- **9/80 Program:** A compressed work week program – featuring every other Friday off - is available to most salary employees.
- **Business Attire:** In general, ours is a “business casual” environment, with the expectation that employees will dress appropriately when representing the Company to customers, suppliers and other members of the community.
- **Recognition:** The Company values the skills and knowledge gained through years of experience and recognizes this with Service Awards at 5 year milestones.

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Effective immediately upon employment, you will be covered under the company benefits plan.

- **Provincial Hospital & Medical Plans**
- **Emergency Medical Travel Assistance** for you and your eligible dependents while travelling on business or pleasure.

- **Health & Dental**

A health and dental co-insurance plan for you and your family which covers the following expenses:

- semi private hospital
- prescription drugs, based on a Dynamic Therapeutic Formulary (DTF)
- vision care (\$300/24 months)
- eye exams (\$60/24 months)
- ambulance services
- medical supplies and services
- orthotics
- dental expenses: basic (90%), minor (80%) and major restorative (50%)
- child orthodonture \$1,500 lifetime per child
- paramedical practitioners (\$750)
- coverage for full-time student dependants up to age 25

- **Salary Continuation** benefits ensure ongoing income, at either 66 2/3% or 100% of your earnings, in the event of a short term disability, for a maximum of 26 weeks. The level of benefits will depend on your service with the Company.

- **Long Term Disability** benefits provide income replacement at 66 2/3 of your earnings should you be totally and/or permanently disabled.

Long Term Disability coverage is subject to a Pre-existing Condition Limitation. No benefit payment will be made for any disability caused by illness or injury occurring in the first year of coverage for which medical treatment was received during the 90-day period before the date you were first covered.

- **Group Life Insurance and AD&D** equal to one times your annual salary rounded to the nearest \$1,000.
- You may purchase additional life insurance through the following plans:
 - Optional Group Life
 - Optional Accidental Death & Dismemberment
 - Optional Spousal Life
 - Optional Dependent Life

The following describes the other benefits available to you:

- **Company Pension Plan** is a defined contribution plan paid by the employer. You will join and vest immediately after six months from hire date. The contribution formula starts at 3% and increases by 1% every five years from date of hire to a max of 8%
- Confidential **Employee Assistance Plan**
- Company **Thrift Plan**, a group RRSP, EPSP and TFSA which makes it easier for you to accumulate personal savings by matching a portion of your contributions with a Company matching contribution. The Company match is 50% up to 3% of your base salary (into a DPSP).
- The **Salaried Employee Incentive Plan** provides a lump sum bonus based on profitability of the Company.
- **Vacation entitlement**, as of January 1 in any given year, is as follows:
 - less than one year of service: up to 80 hours (10 days), pro-rated based on start date
 - 1 to 4 years of service: 120 hours (15 days)
 - 5 – 19 years of service: 160 Hours (20 days)
 - 20 years of service and over: 200 Hours (25 days)
- The Company observes the following **12 paid holidays**:

New Years Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Christmas Day
Victoria Day	Boxing Day
Canada Day	Floating Holiday
Civic Holiday	Floating Holiday