



Your New Work Home

We're glad that you're here!

We want you to feel welcome as you settle into your new position at Levis Tech. A bit of guidance here, a bit of eavesdropping there and we believe you'll settle right in.

No matter what we do or where the company goes, we want to start out by thanking you for your contribution to what we do. You've been asked to join us because we think that you'll fit right in and we hope that you'll help us build not just a great company, but a great place to work.

A Bit About Us

The partners at Levis Tech worked together for a marketing agency that specialized in web development and digital media strategy. One of the partners (Jared Fedorchuk) in that agency began to build up a code base to build better websites, and over 8 years, that framework grew and now it is called "PRISM". An opportunity came up for us to work together to build a new company to leverage the value of this technology, so we joined forces to begin building a new agency.

We started out as Levis Media, a digital marketing agency committed to bringing value to clients through a wide range of marketing, design and web development services. The core of our services remained website and app development, and we scooped up a few large clients that were interested in our flexible framework.

We also started another company called Levis Technologies as the vehicle to begin developing our tech framework into viable SaaS products. The media company was our bread and butter; the tech company was our moonshot.

As time passed, changes in our company and in the economy made it clear that we were passing up opportunities by trying to focus on media and marketing. We discovered we didn't have the time or resources to break into the oversaturated marketing industry in Saskatoon. Our niche developed itself in time. We merged the companies in the summer of 2019, and in spring 2020, we moved the branding over to Levis Tech.



The framework continued to evolve with some key strategic partners, and we dumped all of our efforts into developing a top notch backend programming team to push tech forward.

Levis Tech is now a technology company that develops browser based software, including website and mobile application, content management systems, inventory management, shipping and logistic software and eventually a full ERP system that integrates with other browser based software. Our goal is to bring simple business management tools to the underserved SME market, and especially industrial and commercial construction companies, mining and resources, and supply chain management companies.

Mostly we refer to ourselves as Levis, but you can see the awkward implications of trying to just use that term in any of our branding.

The Partners

Jared Fedorchuk, CEO
jared@levistech.ca

Fateme Naderpour, CTO
fateme@levistech.ca

Our doors are always open! If you have questions, never worry about asking any one of us because we all love to talk about what we do. If we give you an answer that you don't understand, ask us again.

Mission & Vision

We strive to always have fun, and we want that fun to extend to the vision and mission of the company. We do our best to stay away from industry jargon and overused words that don't really mean anything. Instead, we come up with guiding principles that we can live every day, apply to our relationships with our clients and keep ourselves running on the same track forward.



That means that everyone that works for Levi's can hold us and each other accountable to uphold this vision for our success. When we stray too far from the principles that brought us together, we risk losing our way.

VISION: A company that brings value to its clients and rewards to its employees over the long term. We envision a company that can achieve its goals by doing the right thing and encouraging our employees to do the same.

We want to encourage our team to never be afraid to try new ways of doing things. Even if it doesn't work out, we can all learn something valuable from the attempt.

We want to build a company that clients can trust, and that professionals want to work to build, learn their trade, and go on to reach their own dreams.

MISSION: By taking a long term view of success and striving towards that success with reasonable goals, reachable with the enthusiastic participation of an engaged workforce and long term client relationships, we strive to do our best to enrich our business by enriching the business of others.

We aim to always make smart decisions based on sound research and expert advice, share our successes, learn from our failures and remember that we seek to achieve the best results for those upon whom we rely for our own success.

IT'S YOUR FIRST DAY. NOW WHAT?

If you're looking at this document, we've already said hi, introduced you around the office and to the coffee machine, showed you your desk and set you up on your computer.



Next, we show you around some of the tools that we use in the office to organize our lives, set you up on email and get you to fill out a few forms which are included in the New Employee Package folder on your Google Drive.

Google Drive is our shared drive, and we encourage you to get to love using it and storing all relevant project information there. The more we share documents, the less time we take looking for what we need. There is a main folder called Levis Media that is shared between everyone at the company. We create a separate folder for each new project we start under Levis Media -> Levis Tech -> Production. It is important to keep the structure and as you create more documents make sure it's added to the right folder on Google Drive.

Jira comes next! We'll give you a quick rundown on using Jira, which is our project management tool. We encourage you to also learn to love it, as it's the central location for all tasks that are assigned to you. You are responsible to keep jira's task status. That would be the main point of communication between you and your supervisor so stay on top of it if you don't want him/her bug you all the time

Time Tracking with Clockify At Levis, we use Clockify for accurate time tracking, separate from Jira. Every project should have a corresponding entry on Clockify—if not, please inform your supervisor. Precise time tracking is essential because we often need to report how our time was allocated to clients. Inaccurate reporting can affect our reputation and result in missed compensation for work completed.

Updating Clockify is just as important as keeping Jira up to date. By tracking how long tasks take, Levis managers can effectively budget projects and ensure that all billable tasks are delivered to clients efficiently and accurately.

Slack for Internal Communication Slack is our primary tool for interoffice communication, where we discuss, share ideas, exchange documents, and receive project updates in dedicated project channels. Since remote work or working from home is often part of our routine, it's essential to stay attentive to Slack messages, especially when not working on-site. Employees are expected to respond to Slack messages within a reasonable timeframe, typically within 30 minutes.



Other software accounts will be set up by your direct supervisor and should be prepped and ready to go on your computer.

Once you're all set up and familiar with the layout, you'll be provided with a task list of things that you can do for your first few days.

Ask Questions - We Encourage Curiosity

We know that the first week of a new job can be stressful, so keep us informed if you are having any challenges! We anticipate that you'll ask a lot of questions, be a little uncomfortable and unsure of the answers and feel like a fish out of water. But you're here because we believe that you will learn, grow, make mistakes and do great things.

Everyone on the team is here to lend a hand to make sure that you have the opportunity to add your own unique value to both work and to play. We encourage you to find your niche and to not just do your work but to build a rewarding career with us.

Next up are some legal obligations and expectations that will solidify our partnership as employer and employee. We follow the rules and regulations established by provincial and federal legislation.

[Saskatchewan Labour Regulations](#)

Below, we've outlined some key, relevant policies for topics including leaves of absence, alcohol and drug policy, our specific IT policy, guidelines on dress code and more.

If you have any questions or concerns as you review, please let us know. You need to sign this section of the Handbook to indicate that you read and you understand our policies, so please read carefully.



THE NECESSITIES

There are a few things that you need to know, including our responsibilities to you as an employee, and your responsibilities to Levis.

Warning: Legal Disclaimer Ahead

**No Employee Handbook can anticipate every circumstance or question about policy. Levis inc. reserves the right to revise, supplement, or rescind any policies or portion of the Handbook as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes as they occur. **

Probationary Period

The probationary period for all new employees is 3 months of full employment from the date you start work. During this time, you have an opportunity to evaluate Levis as your employer, and we have an opportunity to evaluate you as an employee. At the end of the probation period, we hope that we consider each other a great fit!

Once your probation period is up, you qualify for our co-pay employee benefits, including Health, Dental and Medical insurance for you and for your spouse and family if required. Co-pay amounts will be discussed with you prior to the end of your probation period, and you can opt-out if you do not require coverage.

***Please note that Life Insurance coverage is MANDATORY.

Non-Disclosure

The protection of some confidential business information and trade secrets is important to our success as a company. Such confidential information includes, but is not limited to:

- Software development assets and source code
- Customer lists
- Financial information



- Client NDAs and sensitive information
- Passwords and security codes
- Pending projects and proposals
- Personal information about other employees
- Research and development strategies
- Technological data

We anticipate that all employees will use professional discretion in all dealings with clients, our partners, and other employees. If you are ever uncertain if information you wish to share would violate our privacy needs, please ask.

We take violations of non-disclosure of Levis information and sensitive client information very seriously. Accidental or deliberate disclosure will result in disciplinary action.

Dress Code

Since we work for companies that put a lot of trust in our professionalism and discretion, we always want our appearance to reflect our standards. Therefore, business professional attire is *required* when attending client meetings and *recommended* for all other days. We encourage business professional clothes at all times, but we do understand the need to mix it up now and again.

Guidelines:

Women: Acceptable attire includes dress pants, skirts, blouses, button-down shirts, sweaters, dresses, and closed-toe shoes.

Men: Acceptable attire includes dress pants, khakis, button-down shirts, polo shirts, sweaters, and closed-toe shoes.

Items to Avoid:

- Revealing clothing (e.g., crop tops, low-cut tops, short skirts, or shorts)
- Clothing with offensive language or images
- Overly casual attire (e.g., ripped jeans, tank tops, flip-flops)
- Athletic wear (e.g., leggings, sweatpants, gym shoes)
- Excessive or distracting accessories



We encourage all employees to use good judgment and dress in a way that reflects professionalism. If unsure about whether an item is appropriate, please consult with HR or your supervisor.

****WARNING: More legal disclaimers ahead. Please read carefully and ask us questions if you need clarification! This is important to know and understand fully.**

Alcohol and Substance Abuse

Levis has zero tolerance for alcohol and substance abuse. It is crucial that the workplace be free of illicit drugs. If an employee is found to be in violation of this policy it may lead to termination of employment.

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard; employees must remain fit for duty for the duration of their shift;
- Use, possession, distribution or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Employees are prohibited from reporting to work while under the influence of non-prescribed drugs or alcohol; and
- Employees on prescription medication or medically approved substances must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment.

Alcohol will be permitted on the premises for consumption only at company approved events.

If you consume alcohol following a company event and we are aware that you may be intoxicated, Levis will take all reasonable precautions to ensure that you have a safe ride home and do not operate a motor vehicle. If during a company event you



realize you cannot safely drive home, please inform your supervisor or a company owner so that we can provide alternative transportation.

We want you to have fun, but our first priority is to keep you safe! Please never drink and drive.

Substance Addiction

Levis is committed to assisting any employee who has a substance addiction in seeking addiction treatment. If you suspect that you may have a substance abuse problem that is negatively affecting your work or home life, please advise us. We will make every reasonable effort to ensure you get the support that you require.

Smoke Free Workplace

We encourage employees to ensure a safe and healthy work environment for you and your coworkers. We don't allow any tobacco products or any type of smoking within the building. Smoke breaks should be limited and need to be outside, even during the winter.

Prescribed Medication

If you are taking medication that you know will impair your ability to work safely and productively, you must let your supervisor know. You may be required to take a sick day if any medication you take could cause a safety concern for you or your coworkers. It's your responsibility to inform and to understand how any medications you are taking will affect you.

Harassment

Harassment means improper behavior that is directed at or offensive to another person. It is comprised of objectionable conduct, a comment made or a display made that demeans, belittles and/or causes personal humiliation or embarrassment. More explicitly, a person can define harassment as any objectionable conduct, comment or display that:



- is directed at a worker;
- is made based on race, creed, religion, color, sex, sexual orientation, marital status, disability, physical size or weight, age, nationality, ancestry or place of origin;
- constitutes a threat to the health or safety of a worker.

Every employee is entitled to a working environment free of harassment. Levis does not tolerate harassing behavior and will ensure that no employee is subjected to harassment in our workplace.

No employee will cause or participate in the harassment of another person. Any such action will result in immediate disciplinary action, up to and including termination of employment.

If you feel you are suffering harassment, you are encouraged to first clearly and firmly make known to the alleged harasser(s) that this behavior is objectionable and must stop.

If you believe that you are the subject of or have observed discrimination covered under any one of the prohibited grounds of discrimination, promptly report your concern to your supervisor.

If you feel the problem cannot be reported to your supervisor, or if the conflict is not resolved to your satisfaction, you may report the problem to the company owners.

A supervisor who is approached by an employee indicating a concern regarding alleged or observed discrimination will ensure that the complaint is handled in the same fashion as any other complaint initiated by an employee. The supervisor will conduct a confidential investigation, including discussions with the persons involved and written statements of the circumstances, and will take appropriate action to resolve the complaint.

Any persons named in the complaint would have the opportunity to respond to the allegations against them. If appropriate, the supervisor may attempt to mediate a resolution of the complaint.



Conduct which is discriminatory will be subject to disciplinary action. Consequently, any employee falsely accusing another employee may also be subject to disciplinary action. Nothing in this harassment policy is intended to discourage or prevent an employee from initiating a harassment complaint under the Saskatchewan Human Rights Code or exercising any other legal rights available under any law.

Our goal is to ensure a happy, healthy and productive workplace where everyone feels included, valued and appreciated.

If you ever see any conduct that you believe does not uphold this standard, we want you to let us know! We cannot make change without everyone's participation.

Levis PERKS AND RULES

Salary & Payday

Paydays occur on the 1st and the 15th of every month by direct deposit. We need a void cheque or bank account, transit and branch info as soon as you are able. Unless you would like to volunteer for your first couple of weeks. We're okay with that, too.

We use a payroll company called Payworks to manage our payroll, so if you ever see any discrepancies or have questions about any information on your paystub, please ask your supervisor.

Your paystub will provide information on standard deductions per pay period, including Federal and Provincial taxes, EI, CPP and co-pay for benefits, as well as holiday pay accrued.

**A quick note about salary increases: we do our best to keep on top of employee reviews and consistent employee raises as warranted by performance, but sometimes we get busy! If you ever have questions about your salary and expectations, you can inquire with your direct supervisor or one of the partners.



We strive for transparency, so we will be up front with you regarding your remuneration. If you ever have concerns, don't stew about it - just ask.

Moonlighting

We understand that some people just can't get enough, and that 40 hours a week working is peanuts. We get that and we salute your work ethic from our lounge chairs. However, any secondary work you are interested in needs to be approved, as work outside of Levis that creates a conflict of interest may be grounds for dismissal. Please ask us about secondary work you might undertake.

Holidays, Remote Working & Sick Days

Holidays

You will receive 3 weeks paid vacation that can be taken as accrued following your probation period. Vacation accrued above 3 weeks in a year will be paid out at the end of each calendar year.

To request vacation, please submit a vacation request form through your Payworks account. Your vacation is subject to approval by your supervisor.

Once it's approved, please add the days you will be away from the office to your Google Calendar and set up an out of office message on your email in case clients contact you..

***NOTE: Since we're a small team, we appreciate if employees try to stagger their holidays to ensure that someone is available to cover their duties while they are away.

We expect you will be responsible for ensuring that all your working files are available and that you have an out of office email responder set up.

Sick Days



You get 5 paid sick days per year, so if you are really sick, don't be a hero! We want you to stay home if you are too sick to work or could be contagious.

Referring back to the note on being cool, please do what you can to ensure that your absence is covered adequately. Inform your direct supervisor that you need a sick day and provide any information that you think is required on any clients or urgent projects that need attention.

Leaves of Absence

Maternity, Adoption, Parental Leave

Once you have been employed here for 13 weeks or more, you qualify for up to 52 weeks of combined maternity/adoption (18 weeks) and parental unpaid leave (34 weeks) to be taken concurrently, as required by law. At the end of your leave, you will be re-employed in the same or comparable job.

For more information, [click here](#).

Absence from Work Due to Illness or Injury

The Saskatchewan Employment Act provides job protection to employees who are absent from work due to illness or injury or are absent due to the illness or injury of a family member if certain conditions are met.

Levis will not take discriminatory action against employees with at least 13 weeks of employment because of absence due to an illness or injury. The absence cannot exceed:

- A total of 12 days in a calendar year if the illness or injury is not serious;
- 12 weeks in a period of 52 weeks if the illness or injury is serious; or
- 26 weeks in a period of 52 weeks that the employee is receiving benefits under The Workers' Compensation Act.

For each of the leave situations outlined in the bullets below, these parameters apply:



An employee must have worked with the Company for at least 13 weeks to be eligible for this leave. Written notice must be provided as soon as possible before the leave begins. The employee must also notify the Company as soon as possible on their return date.

Upon returning, an employee is entitled to return to the same job if the employment leave is for 60 days or less. If the leave is longer than 60 days, the employee can be reinstated to a comparable job. The employee must receive at least the same wage and benefits as before the leave.

- **Organ Donation Leave**

Organ Donation leave is unpaid, job-protected leave of up to 26 weeks, for the purpose of undergoing surgery to donate all or part of a certain organ to a person.

- **Critically-Ill Child Care Leave**

Critically-Ill Child Care leave is an unpaid, job-protected leave of up to 37 weeks. Parents are eligible for this leave to provide care or support to a critically ill or injured child. Eligible parents who take this leave from work may be eligible to receive Employment Insurance special benefits for Parents of Critically Ill Children.

- **Compassionate Care**

Compassionate Care leave is an unpaid, job-protected leave of up to 8 weeks. Employees may be eligible for this leave to provide care or support to a family member who is gravely ill and who has a significant risk of death. Employees who take this leave from work may be eligible to receive Employment Insurance Compassionate Care Benefits.

- **Crime-Related Child Death or Disappearance**

Crime-related child death or disappearance leave is unpaid, job-protected leave of up to 104 weeks.



Dependent Care Leave

An employee with sufficient cause may be granted dependent care leave without pay up to a maximum of 4 days per year, non-accumulating. This leave will only be granted in case of illness of an immediate family member where no other person can provide for his / her needs.

Bereavement Leave

When a member of an employee's immediate family dies, an employee with at least 13 weeks of employment with the Company is entitled to bereavement leave, without pay.

Bereavement leave can be taken for up to five working days, and must be taken within the period beginning one week before and ending one week after the funeral relating to the death.

For more information on what qualifies as bereavement leave, [click here](#).

Jury Duty / Witness Leave

Leave to serve as jurors or to attend the courts as a subpoena witness is unpaid leave. Expenses associated with jury duty can be claimed directly from the court as per the current Saskatchewan Jury Regulations.

Should you require this leave, please inform your supervisor by providing a copy of your summons to act as a juror immediately upon receiving it.

Time off to vote

All employees who are Canadian citizens, 18 years of age or older, and have ordinarily resided in Saskatchewan for at least six months prior to election day are entitled to have three consecutive hours during which the polls are open in order to vote.



Polls are open from 9:00 a.m. to 8:00 p.m. You receive time off with pay for voting if you do not have 3 consecutive hours free in your regular working hours.

Statutory Holidays

All employees are entitled to paid statutory holidays. The following days are observed:

- New Year's Day (January 1st)
- Family Day (Third Monday in February)
- Good Friday
- Victoria Day (Second last Monday in May)
- Canada Day (July 1st)
- Saskatchewan Day (First Monday in August)
- Labour Day (First Monday in September)
- Thanksgiving Day (Second Monday in October)
- Remembrance Day (November 11th)
- Christmas Day (December 25th)

If New Year's Day, Canada Day, Remembrance Day, or Christmas Day falls on a weekend, the holiday will be observed on the following Monday, unless we collectively agree to observe it on a different day.

Additionally, Levis takes the time between Christmas and New Year's off to allow employees to recharge and spend time with their families. This period will be treated as part of your vacation, unless instructed otherwise.

IT Policy

Levis will supply the hardware, software and accessories that you require for your position. Work related projects should be the primary use of this equipment and software; however, if you wish to use your equipment for personal use, please inquire with your supervisor. We reserve the right to revoke any personal use privileges at any time.



You are responsible for keeping your software updated, including applications and your operating system to guard against security attacks. We reserve the right to request access to your equipment at any time.

When using Levis equipment, there should be no expectation of privacy. If we find that you are using company provided equipment for inappropriate purposes, you can expect disciplinary action up to and including dismissal.

As an employee, you are responsible for securing the company's network and systems against unauthorized access and/or abuse. You will be responsible for obeying all local, provincial and federal, and international laws regarding the use of our computers. In the event that you do not, you agree and understand that Levis will fully cooperate with authorities to provide necessary information and takes no responsibility for charges or fines.

Prohibited Use of Technology Resources

- Accessing/distributing pornography and other non-business related materials.
- Attempting to access systems, I.Ds, passwords, mail or files belonging to other users without permission.
- Distribution of internal information to unauthorized outside individuals or organizations.
- Distribution of discriminatory or prejudicial materials.
- Using resources for personal gain or immoral activities.
- Using systems to distribute or obtain offensive or inappropriate materials.
- To represent yourself as someone else.
- For commercial solicitation of Levis employees.
- To provide information about employees to others.
- Using the internet for recreational website surfing.
- Adding software to our systems without prior approval.
- Retaining employment files after termination.

Social Media

Levis trusts and expects employees to exercise personal responsibility whenever they use social media, which includes not violating the trust of those with whom they are engaging.



Employees should never use social media for company marketing or public relations unless authorized.

Leaving Levis

We know that sometimes things just don't work out. Since job termination and resignation situations are often emotional times, there are a few policies that help us limit any discord that may arise. We hope we deal with each other fairly using the guidelines provided to ensure both fair and legal treatment.

Termination with Cause

Levis may terminate an employment contract at any time for cause, without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages, overtime and vacation pay to the date of termination.

Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance.

Termination without Cause

Levis may terminate an employment contract without cause with appropriate notice or payment of notice. Severance pay is applicable according to the following as described in the Saskatchewan Employment Act:

Requirements for Notice Periods	
Less than 13 weeks	No pay required
More than 13 weeks but less than 1 year	1 week
More than 1 year but 3 years or less	2 weeks
More than 3 years but 5 years or less	4 weeks
More than 5 years but 10 years or less	6 weeks
More than 10 years	8 weeks



Resignation

After completion of the probationary period, employees must give two weeks notice of resignation. We may decide to waive the resignation notice period in whole or in part at any time by providing payment of regular wages for the period waived.

Layoffs

If Levis is forced to reduce their workforce for any reason, employees will be laid off in accordance with guidelines provided in the Saskatchewan Employment Act.

Layoffs will be made with due consideration given to length of service, work performance, attendance record and job knowledge.

All laid off employees will be given favourable consideration in the event of future hiring opportunities.

The End

Since you did make it all the way to the end, let us know! We need you to sign and tell us that you did read and understand all the rules and policies we set out in the pages above.

Signature

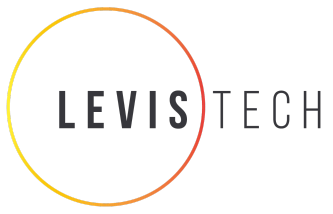
I have fully read and understand all the policies set out in the Levis handbook. I agree to follow these policies for as long as I am employed at Levis and understand that the company can change or alter the terms at any time during my employment. I also understand that any changes to this policy will be brought to my attention and a new employee handbook distributed for review and signing.

Lilly Cheeseman

Print Name

A handwritten signature in black ink that reads "Lilly Cheeseman".

2024-10-07



Signature

Date