



## 7.6 Inclement Weather Policy

### Intent

This policy is intended to communicate attendance expectations for employees in the event of inclement weather.

### Scope

This policy applies to all employees always and without exception.

Unionized employees are requested to refer to their current Collective Agreement for specific information pertaining to inclement weather. Where a Collective Agreement is silent on the issue, this policy shall dictate the requirements for unionized employees. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

### Guidelines

We are a hospitality company that aspires to be the property of choice for travelers. In order to achieve this, the employer will provide its guests with quality facilities and exceptional guest services at all times, regardless of the day, hour or weather.

As the employer is open 24/7, 365 days a year, regular attendance for scheduled shifts is required. While the occurrence of inclement weather such as snow storms or other extreme weather conditions may make it difficult for some employees to commute to work, it is expected that all employees will make the best possible effort to arrive for their scheduled shift regardless of weather conditions to ensure the continued and effective operation of the hotel. Unless notified otherwise, or pending a police ordered road-closure, employees will be expected to arrive, on-time, for regularly scheduled work.

- In the event of either extreme cold weather conditions, extreme inclement weather conditions or a combination of both, employees should make the best possible effort to arrive to work for their scheduled shift. Employees are requested to watch weather conditions and allow ample travel time to compensate for unfavourable road conditions.
- Employees should make the best possible effort to attend work during adverse weather conditions, however, employees shall not be expected to put their lives in danger to make their shift at the hotel. Employees are asked to use their best judgement in determining whether to travel. Employees are expected to contact on-shift management as soon as possible to inform them of their absence due to weather conditions.

If there are extreme levels of inclement weather during a regularly scheduled work day, management will be responsible for regularly monitoring local weather forecasts/reports, and determining when to send any employees home. Employees are required to wait for direction from management prior to leaving the workplace before the end of their regularly scheduled shift. If an employee leaves work without advance permission, they will be subject to disciplinary action for abandoning their shift without authorization.