



Title: Core Labour Requirements Policy

Statement of Intent

Port Hawkesbury Paper LP demonstrates the highest level of ethical principles ourselves. We are fair in our procurement dealings and avoid any adverse conduct.

It is the responsibility of all our employees, to maintain and exhibit faultless standards of integrity in all aspects of our business, both internally and externally, and firmly to reject those practices that may reasonably be deemed improper; ensuring that we are trusted and respected and that we are known for carrying out business efficiently in a fair and reasonable manner, and with integrity.

We adhere to all regulations of the Nova Scotia Labour Standards Code.

Objectives

To encourage and promote ethical behavior among our business and ensure this is supported by appropriate systems and procedures.

Working Conditions

1. Freedom of Association and Collective Bargaining — As far as any relevant laws allow, all employees are free to form or join a union, which pertains to the protection of the terms and conditions of the employment of employees, such as wages, hours of work, working conditions and grievance procedures. The working conditions have to facilitate:

- that all employees without distinction have the right to join or form trade unions of their own choosing
- employees' representatives are not discriminated against and have access to carry out their representative functions in the workplace.

2. Elimination of All Forms of Forced and Compulsory Labour — Forced, bonded or compulsory labour is not used, and employees are free to leave their employment after reasonable notice. Employees are not required to lodge deposits of money or identity papers with their employer.

3. Elimination of Discrimination in Respect of Employment and Occupation — All persons are treated equally and there is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, weight, disability, gender, marital status, sexual orientation, religious beliefs, union membership or political affiliation.

4. Abolition of Child Labour — Work undertaken by people of 18 years or under without consideration for their personal development, safety, education or health is prohibited. We support the long-term elimination of child labour, and the company does not engage in any form of forced and/or compulsory labour, including, but not limited to, the following:



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Right to a Living Wage

We ensure that we treat our employees ethically. Wages paid for a standard working week need to meet or exceed provincial (or, where applicable, local) legal standards.

In addition, all workers are provided with written information about their employment conditions in respect to wages before they enter employment.

Deductions from wages as a disciplinary measure is not permitted.

Avoidance of Excessive Working Hours

Standard working hours must comply with provincial laws and provincial benchmark industry standards; whichever affords greater protection to the employee.

All employees are not, on a regular basis, required to work more than 48 hours per week and will be provided with at least one day off for every seven-day period on average.

Safe and Healthy Working Conditions

We provide a safe and health working environment, with an awareness of any specific hazards. We take steps to ensure that appropriate and sufficient health and safety training is carried out and the correct practices put in place to minimize risk. Suitable welfare facilities are provided to the employees; these include toilet facilities, drinking water and food storage where required. Accommodation, where provided, shall be clean, safe and meet the needs of the workers.