FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

<table>
<tr><td rowspan="3">POLICY:

WORKPLACE ACCIDENT</td><td></td><td>POLICY NO: HR-041</td></tr>
<tr><td>DATE Issued:
September 28, 2011</td><td>PREVIOUS POLICY NO/NAME:
WORKPLACE ACCIDENT
HR03-540</td></tr>
<tr><td>DATE Reviewed:
March 16, 2022</td><td>RELATED DOCUMENTS:</td></tr>
<tr><td>APPROVED BY:
Board of Directors</td><td colspan="2">DISTRIBUTION: Human Resources

APPLICATION: Family Visions Employees</td></tr>
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POLICY:
Employees are responsible to ensure that they are aware of the Family Visions Inc.'s accident reporting procedures and the factors in the workplace that may contribute to accidents and be well-prepared with first aid and emergency planning.

PROCEDURE:
Employees involved in a workplace accident must complete a Workman's Compensation Board (WCB) Employee Notice of Injury (green form) and the employers Notice of Injury and submit it to the Administration office immediately.

Family Visions Inc. requires all accidents and/or injuries to employees occurring in the workplace be reported to their Supervisor/designate immediately following the injury.

Employees must call WCB to report all injuries when medical treatment is sought.

When an injured employee is unable to give notice to their Supervisor/designate of their injury, another employee can do so on their behalf.

Employees are encouraged to report unsafe acts, errors promoting conditions and unworkable procedures to the Health & Safety Committee.