

COLLECTIVE AGREEMENT

Between

InterWrap Inc
(The Company)

And

InterWrap Employee Association
(The Association)

September 1, 2003 to August 31, 2008

Reprinted to include all agreed amendments dated:

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All “Letters of Agreement” and confirmation supporting the amendments and other secondary agreements are on file with the Company and the Association.

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ARTICLE I – GENERAL PURPOSE

1. This Agreement is entered into by the parties hereto in order to provide for:
 - A. Orderly collective bargaining relationship between the Company and its Employees. It is the desire of both parties to co-operate in maintaining a harmonious relationship between the Company and its Employees, and to settle amicably differences or grievance which may arise from time to time hereunder in the manner hereinafter set out.
 - B. A mutual understanding and commitment between the parties that emphasizes the importance of a strong customer service focus and understanding that customer service is of the utmost priority for all employees with regard to security of business operations and employment.
 - C. A five-year contract commencing on the date this agreement is duly signed by the parties.
2. Continuation of Agreement After Association Certification
 - A. In the event the InterWrap Employee Association makes application to the British Columbia Labour Relations Board and is granted a formal certification to act as the bargaining agent for all InterWrap employees within a bargaining unit as defined by Article II, Section 1, paragraph A. of this agreement, then, notwithstanding the Association's change in formal status, this agreement shall continue in force and effect for the full term as specified in Article XXI, Section 1, paragraph A.

ARTICLE II – RECOGNITION AND COVERAGE

1. Sole and Exclusive Bargaining Agency
 - A. The Company recognizes the Association as the sole and exclusive collective bargaining agency with respect to all matters properly arising under this Agreement for all employees in positions identified in the schedule of positions and wages as specified in Appendix 1.
 - B. No employee shall be required or permitted to make a written or verbal agreement with the Company which conflicts with the express terms of this agreement.
2. Definition of Employees
 - A. The word "Employee" or "Employees" wherever used in this Agreement shall mean any or all of the Employees in the bargaining unit as defined in Section 1. A. above, save and except where the context otherwise provides.
3. Application of Masculine Pronoun
 - A. Where the masculine pronoun is used herein it shall mean and include the feminine pronoun where the context applies.

4. Bargaining Unit Work

- A. Bargaining unit work shall be performed by bargaining unit personnel. It is understood and agreed that management personnel excluded from the bargaining unit may perform bargaining unit work for the purpose of training, assisting bargaining unit employees, fill in for an absent bargaining unit employee or to contribute to or enhance customer service objectives. It is also understood and agree that management's principle duties are primarily to manage.
- B. The Employer agrees that no management personnel shall perform full time bargaining unit work if there is laid off bargaining unit personnel capable of performing the duties.

ARTICLE III – ASSOCIATION SECURITY

1. Recognition

- A. The Company agrees that as a condition of continued employment, every employee covered by this agreement shall become a member of the Association and remain a member in good standing.
- B. All new employees shall, as a condition of employment, become members of the Association and pay the amount of dues specified by its constitution after completing ninety (90) calendar days service with the Company.

3. Check-Off and Payment

- A. The Company shall deduct from the earnings of each Employee covered by this Agreement all Initiation Fees, Association dues, and Assessments as prescribed by the Constitution of the Association and duly communicated to the Company in writing.
- B. All sums deducted, together with a record (check-off) of those for whom deductions have been made shall be forward to the Association within two weeks after the end of the month in which such deductions are made. Cheques shall be made payable to: InterWrap Employee Association.
- C. New Employees shall, at the time of hiring, sign an Association membership card and dues deduction authorization in duplicate and shall pay all required fees and dues through payroll deduction upon completion of (90) days of employment.

3. T4 – Association Dues Deduction

- A. At the time that income tax (T4) slips are made available, the Employer shall type on the T4, the amount of Association dues paid by each Association member in the previous year.
- B. The Association agrees to indemnify the Company and save it harmless against any claims that may arise on complying with the provisions of this article.

ARTICLE IV – RESERVATION OF MANAGEMENT RIGHTS

1. Management Rights

- A. Subject to the provisions of this Agreement, the Association acknowledges that the Company has the exclusive right to manage its business in all respects including but not limited to the following:
- i. All matters relating to the conduct of its business, the products it manufactures.
 - ii. The plant and its operations.
 - iii. The assignment of work.
 - iv. The direction of its workforce.
 - v. The methods, quantity, quality, and scheduling of production.
 - vi. The general management of its properties.
 - vii. The care and use of its equipment, machinery and materials.
 - viii. The recruiting and hiring process and decisions
 - ix. The transfer, promotion, and demotion of employees.
 - x. Discipline and discharge of employees for just and reasonable cause.
 - xi. The establishment of reasonable workplace rules, policies and procedures as deemed necessary in governing the work environment and conduct of employees, however, such policies and procedures shall not be in conflict, nor inconsistent, with the terms of this Agreement. A copy of such policies and procedures and any amendments will be provided to the Association. AS a matter of courtesy and good faith, the Association shall be notified of any new or revised rules, policies, or procedures prior to implementation.

2. Fairness

- A. It is hereby agreed that the rights reserved to management herein shall not be exercised unfairly.

ARTICLE V – ASSOCIATION REPRESENTATION AND ACTIVITY

1. Information regarding the Association and the Company

- A. The Association shall notify the Employer in writing of the names of its duly elected Executive Officers, Bargaining Committee members, and Stewards before the Company shall be required to recognize them.

2. Bargaining Committee

- A. The Company recognizes the right of the Association to elect not more than five employees who are members in good standing to act as a bargaining committee to meet with the Company for the purpose of discussing and resolving matters that are properly the subject of negotiations.

3. Shop Stewards

- A. Elected shop stewards may assist employees working in their respective departments in presenting their complaint to the employee's immediate supervisor in accordance with the grievance procedure. In addition to the Association President, there shall be a maximum of one (1) shop steward per shift in Manufacturing, Converting and Maintenance.
- B. It is understood that shop stewards have their regular work to perform on behalf of the company and, if it is necessary to service a grievance during working hours, they will not leave their work without obtaining permission of their supervisors. Such permission shall not be unreasonably withheld. If they have to go to another department other than their own they must also notify the supervisor of that department of their presence and the reasons thereof. On resuming their regular work they will advise their supervisors of their return.
- C. Shop Stewards shall not suffer any loss in wages for time away from their regular scheduled duties while attending grievance meetings so long as they have been granted permission to attend said meetings by their immediate supervisor. In the event a grievance proceeds to arbitration, the Association shall be responsible for reimbursing Shop Stewards and employees any lost wages for time spent on an approved leave of absence while preparing for and appearing at an arbitration hearing.
- D. Employees may have a shop steward in attendance at meeting with management when the purpose of the meeting is to communicate the assessment of disciplinary action. In the event a shop steward is not available, another employee may act as a witness for the employee. Shop stewards or other employee witnesses shall be required to sign records of disciplinary action as an acknowledgement that the employee did in fact receive the discipline in written form.

4. Current Information on Bargaining Unit

- A. The Company shall provide the Association with all necessary information relating to the following matters insofar as they concern Employees within the bargaining unit on a current basis:
 - i. Job postings, job awards, promotions, demotions and transfers;
 - ii. Discharges, suspensions, written warnings, resignations, retirements and deaths.

5. Bulletin Boards

- A. The Company shall provide bulletin boards for the use of the Association at appropriate locations upon which the Association shall have the right to post notices of legitimate Association business interest so long as there is no defamatory or other posted notices that direct malice at the Company or any specific employee or group(s) of employees.

6. No Association Business on Company Time

- A. Unless otherwise approved in advance, no Association business shall be conducted on Company time.

7. Association Duty To Counsel Its Members

- A. The Association and all of its elected representatives shall instruct Association members in the duties and obligations associated with employment so far as their mutual requirement to abide by the collective agreement and fulfill all employment obligations.

8. Association Representative Access to the Plant

- A. Off shift Association representatives may be granted access to the Lunch Rooms of the Company's operating premises at 32923 Mission Way, Mission, BC and Unit 108 – 1650, Broadway Street, Port Coquitlam, BC during working hours provided such access has been requested seven days in advance or as otherwise agreed by Management.
- B. The Company will normally approve such visits as requested so long as the visits are conducted in the spirit of goodwill and providing such access does not interfere with the operations of the Company, cause one or more employees to neglect their work, interfere with other activities planned by the Company, nor breach the requirements of paragraph C. below.
- C. In all cases of Association representative access to the Company's premises, the Association and its attending representative(s) agree(s) to be bound by confidentiality with respect to operating practices and information, technical research and development, and any other knowledge said representative(s) might gain about the Company that may be considered trade secrets or confidential by the Company.
- D. The company agrees to provide leaves of absence to duly elected Association officers for the purpose of conducting Association business provided that the Company receives seven (7) days written notice. Said Leaves of Absence shall not exceed two weeks.

ARTICLE VI – GRIEVANCE PROCEDURE

1. Grievance Steps

Step 1

When an Employee has a grievance, it shall be taken up between the aggrieved employee, the department steward and the employee's immediate supervisor within three working days. The supervisor shall render his decision within two (2) working days of the Step 1 meeting.

Step 2

Failing a satisfactory settlement in step 1, the grievance will be reduced to writing and taken up between the steward, and the Department/Production Manager within five days. The aggrieved may be present if he so desires or at the request of either party. The

Department Manager shall render his decision within five (5) working days of the Step 2 meeting.

Step 3

Failing satisfactory settlement at Step 2, the Grievance may be submitted to Human Resources within 10 days. The Company shall provide its formal response to the Association within fifteen (15) working days of the Step 3 meeting.

Step 4

If the matter is still not resolved in Step 3, the grievance may be advanced to arbitration. The Association shall provide written notification to the Company of its intention to proceed to arbitration within fifteen (15) days of the Company's step 3 response. Failure to provide written notification to advance a grievance to arbitration within the prescribed time period shall constitute the grievance being abandoned by the Association.

In case of steps 2 and 3, failure on the part of the shop steward to advise the company of its intent to proceed to the next step of the grievance procedure within the proscribed time frames shall constitute the grievance having been abandoned by the Association.

2. Policy Grievance

A. Any differences arising directly between the Association and the Company relating to violations, interpretations, and applications of the Agreement, that affects the entire Association or an entire department, shall be processed under the provisions of this Article and shall be initiated at Step 3.

3. Association's Right to Grievance

A. The Company recognizes the right of the Association to grieve on behalf of an individual employee on the condition that the employee and other witnesses provide particulars of the grievance to the Company, as may be required, in the course of investigating the facts of any such grievance.

4. Extension of Time Limits

A. Any and all time limits fixed by this Article may at any time be extended by written agreement between the Company and the Association.

5. Final and Binding

A. All decisions arrived at between the Company and the representatives of the Association, including the decision to, or not to, advance a grievance to arbitration shall be final and binding upon the Company, the Association and the employee concerned.

6. Selection of Arbitrators

A. Following the ratification of this Collective Agreement, the parties shall meet, in a timely manner, to agree upon a list of arbitrators who will adjudicate all grievances arising out of this agreement that proceed to arbitration. In the event one of the agreed arbitrators is unable to adjudicate a grievance arising out of this Collective Agreement in a timely

manner, then the Company or the Association may by mutual agreement select another arbitrator or request the Honorable Minister of Labour of Province of British Columbia to appoint an impartial qualified person to act as the arbitrator.

ARTICLE VII – DISCHARGE

1. Grievance on Discharge

- A. A claim by an Employee, other than a probationary employee, that (s)he has been unjustly discharged, shall be recognized and treated as a formal grievance only if a written statement of such grievance is lodged with the Department Manager within five (5) full working days after the Employee has been discharged. Step 1 of the grievance procedure will be omitted in any such case.
- B. Resolution to grievances alleging an unjust discharge shall only include the following options:
 - i. Confirming the Management’s action in discharging the Employee;
 - ii. Reinstating the employee with full compensation for time lost;
 - iii. Or by other restricted resolution options as specified in Article VIII, Section 1 that may be deemed just and equitable by the conferring parties or by an arbitrator should the matter proceed to arbitration.

2. Reasons for Discharge and Notice

- A. Employee(s) shall be notified, in writing, of the grounds for their discharge. An employee may be terminated at any time within the probationary period under article 10 if in the Company’s opinion, the employee would not be suitable for continued employment.

ARTICLE VIII – ARBITRATION

1. Arbitration Procedure

- A. Any question of interpretation, or any dispute, or any alleged violation of any matter in dispute between the parties arising out of this Agreement which cannot be settled by the Association and the Company shall be determined by Arbitration in the following manner:
 - i. Either party may notify the other party in writing of the question or questions to be arbitrated. The parties may establish an agreed list of arbitrators and if such a list is agreed upon all matters proceeding to arbitration shall be heard by an arbitrator on the agreed list. The decision of the Arbitrator shall be final and binding upon both parties.
- B. With respect to discharge cases, the Arbitrator may only decide on whether or not “just cause” has been established. In the event an arbitrator determines that “just cause” has

not been established, then the Arbitrator may only award remedy by choosing one of the following options:

- i. Reinstatement of the discharged employee with full back pay for time lost from work.
 - ii. Reinstatement of the discharged employee with time lost considered a suspension.
 - iii. Reinstatement of the discharged employee with a combination of suspension time considered served while the employee was off work and back pay for time off in excess of the Arbitrator defined suspension length.
 - iv. Pay the discharged employee severance equal to one week's pay at the discharged employee's regular hourly rate per year of service to a maximum of eight weeks.
2. Arbitration Awards final and Binding
- A. Once the Arbitrator's award has been handed down, the Company must elect its options within two business days and so advise the Association and the Arbitrator who will remain seized of the matter until the award has been complied with.
3. No matter may be submitted to arbitration, which has not been carried through all previous stages of the grievance procedure.
4. The Company and the Association will each bear their own costs and equally share the fees and expenses of the Arbitrator.
5. Any and all time limits referred to under the grievance and Arbitration procedures herein may at any time be extended by written agreement between the Company and the Association.
6. During the course of an arbitration hearing, the parties shall not make reference or give evidence on any discussion or offer of settlement that may have arisen in the course of the grievance procedure or in any discussions outside of the grievance procedure that were engaged in with a view to resolving the grievance.

ARTICLE IX – STRIKE AND LOCKOUT

1. During the term of this Agreement, the Association agrees that there shall be no strikes or other actions deemed by law to be illegal strikes or work stoppages, and the Company agrees that there shall be no lockouts. The Association shall counsel employees who may engage in prohibited or illegal strike activity to cease and desist immediately.

ARTICLE X – SENIORITY

1. Probationary Employee

- a. New Employees will serve a probationary period of six (6) calendar months before acquiring seniority rights. After the completion of the probationary period seniority will then date back to the employee's start date with the Company.
- b. A discharged probationary employee may only file a grievance under the provisions of Article VII if they are discharged from employment after three full months of service. However, the grievance of a probationary employee may not advance to arbitration.

2. Plant Seniority

- A. The Company recognizes that job opportunity and seniority should increase according to length of service. Seniority shall mean length of continuous unbroken service with the Company since the last date of hire. For the purpose of seniority accrual, a temporary lay off and subsequent recall to employment, authorized leave of absence, absence due to compensable or non compensable injury or illness while in receipt of employer provided or government legislated benefits will not constitute a break in service.
- B. Seniority will be recognized on a Plant wide and Departmental basis. And seniority lists will be posted in the various departments within thirty (30) days following the signing of this Agreement. The seniority list will be revised every 3 months, copies posted in the various departments and a copy supplied to the Association.
- C. New employees shall normally be hired into the entry-level position of each department and, subject to skill and capability in the bona fide position requirements, shall be trained for more advanced positions up the line of progression in their respective department.
- D. For the purpose of departmental seniority, departments are as follows:
 - i. Tape Line
 - ii. Beaming
 - iii. Weaving
 - iv. Coating
 - v. Printing
 - vi. Rewinding
 - vii. Shipping
 - viii. Receiving
 - ix. Recycling
 - x. IFC – Port Coquitlam Facility (currently shut down)
 - xi. Material Handling
 - xii. Lead Hands
 - xiii. Burlap – Converting
 - xiv. Bag – Converting
 - xv. Maintenance

3. Layoff and Recall

- A. When circumstances require a reduction in the work force, the most junior employee in an affected job function shall be laid off first. An exception will occur when an employee

with insufficient plant seniority to keep a job has more job seniority. In that case the employee with lower plant seniority will be laid off first.

- B. Employees laid off from their job may apply their seniority to bump into another department only if they are qualified to perform the duties of the most junior position in the other department or can be trained to perform the duties of that position with one day or less of training.
- C. When Employees are recalled to work after a lay-off, the most senior laid off employee qualified to perform the available work will be recalled first.
- D. Laid off employees may elect to apply their seniority to perform the work of contractors under the following conditions:
 - a. The laid off employee must be able to perform the work of the contractor with minimal familiarization training period of one day or less.
 - b. No laid off employee may apply their seniority to perform piecework normally performed by contractors.
 - c. Laid off employees applying their seniority to perform work of contractors may be required and must agree to be available on an on call basis for unpredictable hours of work.
 - d. Laid off employees shall provide effective communication contact information to the Company so that management may contact an employee to report for work as may be required from time to time.
 - e. Laid off employees shall be required to report for regular full time, part time, or casual work as may be required by the Company from time to time. In the event an employee governed by this provision refuses or fails to report for work, the matter will be dealt with in accordance with the provisions of Article XX and Appendix 3.

4. Job Postings

- A. Only entry-level positions in each department shall be posted for a minimum period of five (5) working days and a copy of the notice shall be sent to the Association.
- B. Subject a job posting's successful applicant having the ability to develop the requisite skill and capability in the bona fide position requirements within a reasonable time frame as outlined in the Company's existing plant training schedule, all position vacancies above entry level in all departments shall be filled by the automatic advancement of the person in the position immediately below the department's vacancy.
- C. An employee who successfully applies for an entry-level position in another department shall enter the new department at the bottom of the departmental seniority and at the rate of pay for the specified position as negotiated in Appendix 1.

D. Whereas the position of lead hand is a developmental position for potential promotion into greater supervisory responsibility outside of the bargaining unit, the Company shall have complete discretion with respect to the selection and promotion of an external or internal candidate to the position of lead hand. Seniority will have no application in filling lead hand positions.

5. Job Award, Seniority, Trial Period

A. In the event two or more employees have the same ability and qualifications, seniority shall be the determining factor in awarding a job posting provided the senior employee is willing to perform the job. The successful internal applicant will be required to serve a probationary period in the new job that is approximately equal to the time required for training as outlined in the Company's existing plant training schedule. If successful applicant's performance is found to be unsatisfactory the employee will be returned to his/her former position and the next successful candidate will be selected from the original job-posting applicants.

6. Transfer Due to Health Reasons

A. An Employee who is unable through injury or illness, to perform his normal duties may be provided with suitable alternative employment, where such alternate employment reasonably exists, at the same rate of pay and provided that no other employee shall thereby be deprived of his job and further provided that the employee can perform the job in a satisfactory manner.

7. Transfer Outside the Bargaining Unit

A. No employee shall be transferred to a position outside the bargaining unit on a permanent basis without his consent. The Company shall require an employee accepting temporary duties outside the Bargaining Unit to sign a consent form indicating the expected duration and nature of the temporary assignment to non-bargaining unit duties. Such consent form shall be submitted to the Association and the employee shall retain all the rights and privileges of the Collective Agreement and be required to pay normal Association dues during the term of the temporary assignment.

B. If an Employee is transferred to a position outside the bargaining unit on a permanent basis, he shall lose all seniority and shall forfeit all rights to return to a position in the bargaining unit. A permanent transfer will be deemed to have occurred if the employee assumes the duties and responsibilities of a non-bargaining unit position and has formally accepted a written offer of employment from the company for said position.

8. Transfer Within the Bargaining Unit

A. If an Employee is transferred to another position, he shall have the right to return to his former position within probationary period defined in this Article section 5 paragraph A. Any other employee(s) affected by the reverse transfer shall be returned to their former position(s) without loss seniority and at the rate for the position to which they are returning as negotiated in Appendix 1.

- B. If the employee is not making satisfactory progress in his/her new position within 30 working days, the Company may send the employee back to his/her previous position and corresponding rate of pay. In such cases, the employee who failed to qualify for the new position is precluded from bidding on that position in the future.

9. Hiring During Layoff

- A. New Employees shall not be hired into any positions when there are qualified employees on lay-off capable of performing the job.

10. Notice of Return to Work from Layoff

- A. Laid off employees are required to keep the Company advised of their personal contact information.
- B. Any laid off employee who has not applied their seniority to perform work normally assigned to contractors and has been verbally notified in writing, via registered mail, at his/her last known address to return to work, and within five (5) days has failed to do so, or failed to contact the Company's office within two (2) days and provide a justifiable reason for failure to return as required, shall be considered to have quit his/her employment, and his/her existing rights and privileges under this agreement shall be forfeited. When such notice is sent to an Employee, a copy shall be sent to the Association. Nothing in this agreement precludes the recall of employees by way of direct voice communication. However, no employee may be deemed to have quit in accordance with this Article unless notice has been given in writing and sent by registered mail.

11. Loss of Seniority

- A. An Employee shall lose all seniority if he/she has been laid off for more than thirteen (13) consecutive weeks or accepts any severance pay (s)he may be entitled to during his/her lay off;

12. Change of Address

- A. It shall be the duty of Employees to notify the Company promptly of any change of address. If an Employee should fail to do this, the Company will not be responsible for failure to reach the Employee.

ARTICLE XI – LEAVES OF ABSENCE

1. General or Compassionate Leaves

- A. All requests for extended leaves of absence in excess of one week must be made in writing to the Department Manager at least 3 (three) months prior to the commencement of the requested extended leave and must state the reason for the leave.
- B. All requests for short-term leaves of absence of one week or less shall be made a minimum of seven days in advance.

- C. The company will confirm approvals for leaves of absence in writing. All such approvals will also include any reasonable applicable terms together with start and end dates of the leave.
- D. Employees requesting an extended leave of absence must have permanent status and a minimum of 3 years seniority with the Company.
- E. Employees are eligible for an extended leave of absence once every 3 years for up to 6 weeks. After 5 years, for 8 weeks, and after 10 years of employment, for 10 weeks.
- F. Leaves of absence are a privilege, not a right, and are granted at the sole discretion of the Company. Leaves of absence will only be granted if the needs of the business will not be negatively affected.
- G. Vacation entitlement and benefit plans will cease during periods of extended leave of absence. However, arrangements may be made to continue the benefit plans if the employee agrees in writing to pay and in fact does pay the benefits premiums to the company prior to the leave period.
- H. During periods of approved leave of absence, employees may not be engaged in other employment, nor work in a personal or family owned business or engage in any other activities that represent a conflict of interest with their employment at InterWrap.
- I. If an employee fails to return to work from an approved leave of absence without a reasonable and satisfactory explanation, on the date specified in the company's written approval, he/she shall be considered to have quit his/her employment, and his/her existing rights and privileges under this agreement shall be forfeited.

2. Maternity and Parental/Paternity Leave

- A. The Company shall grant maternity and parental leave in accordance with the provisions and the time periods prescribed in the Employment Standards Act. Upon return from the leave, the Employee is entitled to assume the position she would have held had the leave not occurred.
- B. The Company shall make its premium contributions for medical, extended health, group life (and other applicable benefits) in accordance with the provisions of the Employment Standards Act for the entire duration of the leave.
- C. Seniority, vacation credit and increment entitlement shall accrue for the entire duration for the leave as prescribed in the Employment Standards Act.
- D. The Employee will give the Company at least one week's notice of her intention to return to work.
- E. If the Employee is unable or unwilling to perform her previous job the guarantee of her previous hourly rate will not apply.

3 - Bereavement Leave

- A. The Company agrees to grant a one day paid leave from work upon request, to any permanent employee who suffers a death in their immediate family. It is understood that said day off will be on one of the employee's scheduled working days within two weeks of the death of an immediate family member. Immediate family shall mean husband, wife, mother, stepmother, father, stepfather, child, stepchild, sister, stepsister, brother, stepbrother, mother-in-law, father-in-law, or common law spouse of the Employee.
- B. The Company agrees to grant a further leave without pay for two (2) days to any permanent Employee for the purpose of attending to the affairs connected with the funeral of a close relative or "immediate family member."
- C. The Company at its sole discretion may require evidence of death for an eligible "immediate family member" prior to the employee receiving bereavement leave pay.

4 - Sick Leave and Doctor's Certificate

- A. Any Employee absent more than two (2) days because of illness or injury may be required to produce a certificate from a registered medical doctor indicating the employee is absent due to bona fide medical reasons. Employees who are deemed by the Company to have excessive absence from their employment may also be required to provide medical evidence of their absence for each absence due to illness or injury.

5. Jury Duty

- A. The Company agrees to grant authorized leave of absence for time as may be required to employees who are called to perform Jury Duty.
- B. The Company agrees to top up an Employee's regular straight time pay while the employee is performing jury duty. The top up shall be equal to the difference between any conduct or other pay the employee may receive from the Crown as a result of performing jury duty and the Employee's current hourly rate.
- C. Employees serving on Jury Duty shall maintain all other rights and privileges of employment in accordance with this Collective Agreement.

6. Notification of Absence – Company

- A. If an Employee finds that he is unable to report to work he will notify his supervisor before the start of this shift. Failure to report to work may lead to a disciplinary action.

7. No Loss of Seniority

- A. No employee shall lose seniority as a result of an approved leave of absence as defined by Article XI in its entirety.

ARTICLE XII – WAGES & BENEFITS

1. Schedule of Wages:

- A. Wage increase in each year of the first five years of this agreement shall be:

- a. Three percent (3%) retroactive to August 24, 2003.
 - b. Two and one half percent (2.5%) effective September 1, 2004.
 - c. Two and one half percent (2.5%) effective September 1, 2005.
 - d. Two and one half percent (2.5%) effective September 1, 2006
 - e. Two and one half percent (2.5%) effective September 1, 2007
 - B. The wage scale for each year of the first five years of this five-year contract is specified in Appendix 1.
2. Pay Method for Temporary Transfer
- A. An employee who is temporarily assigned to another job will be paid at his/her regular rate if the job to which (s)he is so assigned carries a lower rate, provided work is still available in his regular job classification. In any other circumstances he will be paid at the rate applicable to the job to which he is temporarily assigned. A temporary assignment is one of not more than sixty (60) days unless extended by mutual agreement.
3. Reporting Pay
- A. An employee, who reports for his/her regular scheduled shift and is sent home because no work is available, shall be paid minimum daily hours in accordance with Section 34 of the Employment Standards Act.
4. Call-In Pay
- A. Where an employee is called into work at any time other than his regular designated or scheduled shift, or when an employee reports for work and there is no work available, (s)he shall be paid the "Minimum Daily Hours" in accordance with the Employment Standards Act.
5. New Classification and Rate
- A. Prior to the establishment of a classification not described in "Schedule A" of this Agreement, the Company will meet with the Association and every effort will be made to establish a rate of pay which is mutually satisfactory to the parties. In the event that the parties fail to reach agreement on a rate of pay for the new classification, the Company shall establish a rate and the Association may have recourse to the grievance procedure, including Arbitration.
6. Work place Injuries
- A. Where an employee suffers an injury arising out of and in the course of his employment, and to the extent that (s)he is required to obtain medical aid and the attending physician recommends the employee not return to work on the day of injury, the Company will maintain the employee's regular wages for the day of the injury.
 - B. The Association will encourage employees to participate in light duty programs to reduce the generally accepted long-term negative impact on an employee from time lost from work due to injury.

7. Service Premium:
 - A. The company agrees to pay service premiums as stated in Appendix 1, premiums.
8. Material Handling - Special criteria for pay rate progression:
 - A. Junior position rate of pay the Material Handler must be competent to, and fully provide, material handling services to meet the requirements of the Tape Lines, Beaming Lines, Weave Room, and Coating Lines.
 - B. Senior position rate of pay the Material Handler must be further competent to, and fully provide, material handling services to meet the requirements of the Printing and Rewinding lines.
9. Stores Keeper - Special criteria for pay rate progression:
 - A. The parties further agree that in order to qualify for the senior rate the Stores Keeper must complete a Company approved course of study in warehousing.

ARTICLE XIII – TECHNOLOGICAL CHANGE

1. Definition
 - A. A technological change is defined as follows:
 - i. A change in equipment, process, or method of operation that has the effect of reducing the total number of Employees required for the effective operation of a department.
2. Severance Pay for Technological Change
 - A. Severance in accordance with the Employment Standards Act shall be paid to all employees laid off due to technological change and/or when an employee elects to forgo recall rights under the Collective Agreement as a result of a layoff under this section.
3. Notification and Training
 - A. In the event of a technological change, including the installation of new mechanical, electronic, or automated equipment, that will affect the job status of any Employee in the bargaining unit, the Company will:
 - i. As far in advance as reasonably possible, before the installation of such equipment, meet with the Association Committee and provide the Committee with information regarding the proposed date of installation, number and classification of Employees likely to be affected by it, and provide adequate training in the operation of such equipment, so that the senior displaced employees may have the opportunity to qualify for such new jobs created by the installation of the equipment.

- ii. Provide training, where necessary, so that all other employees displaced by the equipment can exercise their seniority rights at the applicable level in accordance with Article X.

ARTICLE XIV - HOURS OF WORK AND OVERTIME

1. Notification

- A. Whenever overtime is required, and where reasonably possible, notice of such requirement shall be given to the employee involved at least four (4) hours in advance.
- B. In cases of emergency or in circumstances that are out of the control of the Company, the Company may require employees to work overtime without notice. Prior to exercising its right under this provision, the Company will consider the personal needs of the employees and will first endeavor to have volunteers work the required overtime.

2. Standard Work Week

- A. Attendance is an important part of each person's relationship with InterWrap. In order to ensure we can properly serve our customers, each employee is expected to be at work on time each day for the full scheduled hours.

3. Hours of Work and Breaks

- A. Hours of work are dependent on the job function. There are various work schedules including but not limited to:
 - i. 12-hour rotating shift
Begin at 6:00 p.m. or 6:00 a.m.
Receive 2 – 30 minute unpaid lunch periods
Receive 2 – 15 minute paid coffee breaks
 - ii. 10-hour shift
Start time will be determined by the Shift Supervisor
Receive 1 - 30 minute unpaid lunch break
Receive 2 – 15 minute paid coffee breaks
Will normally work a 4-day week
 - iii. 8 hour shifts
Start and finish times will be determined by the Shift Supervisor
Shifts may include days, afternoons or graveyard on rotating basis
Receive 1 – 30 minute unpaid lunch period
Receive 2 – 15 minute paid coffee breaks
 - iv. 7.5 hour shifts – On 24 hour operations
Start and finish times will be determined by Management
Shift schedule will rotate through all three shifts on a rotation to be determined after consultation with the Association.
Receive 1 - 30 minute unpaid meal break
Receive 1 – 15 minute coffee breaks

B. The Company may implement other work schedules upon two weeks notice and after reasonable consultation with the Association.

4. Statutory Holiday Overtime

A. All authorized work performed on a statutory holiday shall be paid at time and one half (1.5 times) the employee's regular hourly rate. The employee shall also have the choice of receiving an additional amount of pay for hours equal to their regular scheduled day at their regular hourly rate or another paid day off in lieu of the statutory holiday at a time mutually agreed to between the employee and the Company.

5. Voluntary Overtime

A. With the exception of subsection 1. A, the working of overtime will normally be on a voluntary basis. However, no overtime may be worked unless required and requested by authorized supervisory personnel.

B. In the case of 12-hour shift personnel, an employee may be required to remain at work for a maximum of four additional hours if his/her relief on the oncoming shift fails to report for work.

6. Overtime Distribution

A. The Company will endeavor to distribute available overtime amongst those employees qualified to perform the work in an equitable manner. However, when an overtime requirement results from a continuous shift employee failing to report for work, the incumbent scheduled to go off shift may be required to work a maximum of two hours overtime in accordance with Section 1 paragraph B of this Article.

B. Nothing in paragraph A above precludes the Company from asking and assigning the best qualified person to perform work of an urgent or emergency nature, on overtime, in any given circumstance.

C. Employees who have been disciplined for unacceptable safety, quality, and/or productive job performance or failing to report for regular or scheduled overtime work may be precluded from overtime assignments at the sole discretion of the Company.

ARTICLE XV - PLANT HOLIDAYS

1. Plant Holidays

A. The following will be observed as Statutory Holidays:

- | | |
|----------------|------------------|
| New Years' Day | Labour Day |
| Good Friday | Thanksgiving Day |
| Victoria Day | Remembrance Day |
| Canada Day | Christmas Day |
| B.C. Day | Boxing Day |

And any other day so proclaimed by Provincial legislation.

2. Entitlement to Holiday Pay and Obligation to Work

- A. The holidays referred to in Section 1 will be paid for regardless of the day on which they fall. Employees shall receive pay on the basis of their hourly rate or equivalent for the number of hours they would have worked had it not been a holiday.
- B. Employees scheduled to work shall be required to work in accordance with the schedule unless they have requested and received authorization to take that day off.

3. Holiday Coinciding with Saturday, Sunday and Vacation Period

- A. Whereas the plant runs 7 days the statutory holiday will be considered on the same day. All employees scheduled to work on a statutory holiday are required to work their regular scheduled shift.

4. Qualifying for Holiday Pay

- A. To qualify for statutory holiday pay an employee must have been on the payroll for 30 calendar days and have worked his/her full shift on his last scheduled workday within 15 days preceding the statutory holiday and his first full scheduled shift within 15 days following the statutory holiday. The employee must also have worked fifteen days or other equivalent time in accordance with an averaging period work schedule within the 30 day period immediately prior to the Statutory Holiday to qualify for the holiday pay.
- B. An Employee will not be disqualified for payment for such holiday if he is absent on either or both the qualifying days with the permission of the Company or as a result of jury duty, bereavement in the immediate family, or lay-off when the employee is recalled within three months of the date of layoff. For the purpose of determining qualifying days, time served while on a disciplinary suspension is not considered to be a day off with the permission of the Company.

ARTICLE XVI - REGULAR VACATIONS

1. Vacation Entitlement and Pay:

- A. One (1) to five years service:

Employees with one (1) year or more continuous service as at his/her anniversary date of employment shall be entitled to two (2) weeks vacation with pay calculated at four percent (4%) of his/her gross earnings of the preceding year.

- B. Six (6) to ten (10) years service:

Employees with six (6) years or more continuous service as at his/her anniversary date of employment shall be entitled to three (3) weeks of vacation with pay. The vacation pay shall be six percent (6%) his/her gross earnings of the preceding year.

C. Eleven (11) to fifteen years service:

Employees with ten (10) years or more continuous service as at his/her anniversary date of employment shall be entitled to four (4) weeks of vacation with pay. The vacation pay shall be eight percent (8%) his/her gross earnings of the preceding year.

D. Over (15) fifteen years service:

Employees with over 15 years or more continuous service as at his/her anniversary date of employment shall be entitled to five (5) weeks of vacation with pay. The vacation pay shall be ten percent (10%) his/her gross earnings of the preceding year.

2. Minimum Vacation Time Off

A. In accordance with the Employment Standards Act, the Company shall require each Employee to take two (2) weeks vacation, within each fifty-two (52) week period after qualifying for annual vacation.

3. Vacation Schedule for Minimum Vacation Time Off

A. All vacations must be applied for, to the employee's immediate supervisor, in writing and must be duly approved before taking the requested time off.

4. Vacation Allotment In Excess Of Vacation Shutdown

A. The Company reserves the right to declare a two-week vacation shutdown and/or in the event of major maintenance requirements, the company may schedule vacation during the maintenance down time for all those employees not required to work on maintenance. The Employees will endeavor to notify employees of such shutdown two months in Advance.

B. Employees' vacation entitlement in excess of the shutdown period shall be taken in order of seniority and at a mutually agreeable time between the parties.

C. All requests for vacation time, in excess of shutdown, must be made in writing eight (8) weeks in advance of the intended vacation time unless mutually agreed between the Employee and the Company.

5. Date of Vacation Pay Payment

A. Employees' vacation entitlement will be calculated once a year as of December 31st and vacation pay based on that calculation should be paid to Employees on their regular pay no later than January 15th.

B. Upon prior written application, employees may also receive their accrued vacation pay at the time their annual vacation is taken.

C. In the event of an emergency, employees may make application for special consideration with respect to the payment of accrued vacation pay at any time during the year. If in the opinion of the Company, the applicant employee is experiencing an emergency situation

then the Company may advance accrued vacation pay to the employee. Normal life situations such as major or minor purchases, routine home or automobile expenses, or any other expenses that the employee ought to have foreseen and planned for will not qualify as an emergency for the purpose of this paragraph. The Company may also require objective evidence in a form and nature to be decided upon at the time an employee makes application for the payment of vacation pay in accordance with this paragraph.

- D. In the case of paragraphs A, B, and C, vacation pay accrual shall be paid to the employee on their next regular pay following the date of the request provided the request is in writing and delivered to the Company prior to the electronic payroll cut-off date. In the event a request is delivered to the Company prior to a payday and after the electronic payroll cut-off date, then the accrued vacation pay will be paid on the employee's regular pay on the subsequent eligible payday. No separate cheques will be written for the purpose of paying vacation pay. It is the employee's responsibility to manage their affairs accordingly.

6. Vacation Pay at Termination of Employment

- A. An Employee who terminates employment with the Company for any reason. Shall receive the following vacation pay:
 - i. Less than five (5) years service shall receive four percent (4%) of the employee's gross earnings
 - ii. Six (6) to Ten (10) years service shall receive six percent (6%) of the employee's gross earnings.
 - iii. Eleven (11) to fifteen (15) years service shall receive eight (8%) of the employee's gross earnings.
 - iv. Over fifteen (15) years service shall receive ten (10%) of the employee's gross earnings.

ARTICLE XVII – SAFETY and HEALTH & WELFARE BENEFITS

1. Benefits

- A. Upon completion of six (6) months service with the Company, the employee is eligible to participate in the Company benefits plan.
- B. The Company shall continue to provide the same benefits as specified by policy upon the effective date of this Agreement. Those benefits include:
 - a. Medical Service Plan
 - b. Supplementary Health
 - c. Life Insurance
 - d. Accidental Death and Dismemberment
 - e. Long Term Disability
 - f. Travel Insurance

- g. The Company Registered Retirement Savings Plan
 - h. Optional Costco Memberships.
- C. Those benefits, such as Long Term Disability, paid by employees prior to the effective date of this Collective Agreement shall continue to be paid by the employees.
- D. The Company shall increase the allowable annual contribution eligible for Company Matching by \$50.00 per year in each year of the Agreement. The new eligible annual amounts for Company matching shall be as follows:
- | | |
|------------------|----------|
| a. July 31, 2004 | \$700.00 |
| b. July 31, 2005 | \$750.00 |
| c. July 31, 2006 | \$800.00 |
| d. July 31, 2007 | \$750.00 |
| e. July 31, 2008 | \$900.00 |
- E. Starting with the effective date of this Collective Agreement, the Company and the employees shall each pay 50% of the total increased premiums for employee benefits listed in this Article, Section B, paragraph a, b, c, d, and f.
- F. A complete description of available benefits shall be provided to each employee.

2. Safety Equipment

- A. The Company shall provide all employees with the following personal protective and working equipment, as may be required in the performance of their duties, at no cost provided they return their worn out equipment for exchange to their supervisor.

Hearing Protection (Muffs or Earplugs)
 Safety Glasses
 Chemical Goggles
 Apron
 Protective Sleeves
 Cut Resistant Gloves
 Knife or Scissor Holder
 Knife
 Scissors
 Personal Respirator
 Cotton Gloves
 Rubber Gloves
 Back Supporter
 Lock Out Locks and Tags
 Hi Visibility Safety Vests
 And any other safety equipment deemed necessary by the Safety Committee

- B. The Company shall reimburse employees for the cost of safety toed work boots up to a maximum of \$90.00 per year. Employees who prefer to obtain a better quality work boot may elect to claim cost reimbursement once every second year to a maximum of \$180.00. Original receipts must be submitted to qualify for said cost reimbursement.

C. The Company shall facilitate and recognize an Occupational Health and Safety Committee in accordance with the governing Provincial legislation.

3. First Aid Attendant

- A. The company will designate one or more employees as required from either the Association or from management to act as designated first aid attendants. If the designated first aid attendant is from the Association and covered by this contract, then he/she shall be paid the hourly premium as specified in Appendix 1.
- B. Only persons properly certified to provide first aid services in accordance with the Workers Compensation Board requirements shall be designated as first aid attendants.

ARTICLE XVIII – RESPECTFULL WORKPLACE

- A. The Company’s respectful workplace policy, in its entirety, is deemed to be included in this agreement. (Appendix 2)

ARTICLE XIX – PLANT CLOSURE

- 1. In the event of a permanent plant closure which results in the termination of a lesser number of employees than that required to trigger the Group Termination Provisions in the *Employment Standards Act* the affected employees shall receive notice or pay in lieu of notice as follows:

<u>Length of Service</u>	<u>Notice or pay in Lieu of Notice</u>
After 1 year	One week
After 2 years	Two weeks
After 3 years	Three weeks
After 4 years	Four weeks
After 5 years	Five weeks
After 6 years	Six weeks
After 7 years	Seven weeks
After 8 years	Eight weeks

- 2. Should group termination provisions of the Employment Standards Act apply to a plant closure all required notice or severance in lieu of notice will be paid in accordance with the Act.

ARTICLE XX – PROGRESSIVE CORRECTIVE DISCIPLINE

- 1. The Company’s Progressive Corrective Disciplinary Policy, in its entirety, shall be deemed to be included in this agreement. (Appendix 3)
- 2. Employees may apply to have records of minor discipline removed from their employment record after a period of 18 months has passed from the date of the last discipline received by the employee. Minor discipline is defined as verbal and/or written warnings.
- 3. More severe disciplines including suspensions and final warnings that result from a mitigating circumstance shall remain on an employee record permanently.

4. Notwithstanding sub paragraph 3 above, an employee who continues to work for an extended period of time of two years or more without further discipline after the last incident shall have that time considered as a significant mitigating factor. And if the employee is involved in circumstances that give rise to further disciplinary action, the two years that has elapsed since the last disciplinary action will be weighted accordingly when considering the appropriate disciplinary action for the latest infraction.

ARTICLE XXI – TERM OF AGREEMENT

1. Term

- A. This Agreement shall be effective from September 1, 2003 to, and including, August 30, 2008, and thereafter from year to year unless written notices of intent to terminate or to amend the Agreement is given by either party to the other party three (3) months prior to expiry date of the Agreement.

2. Retroactivity

- D. Wages as outlined in Appendix 1 for the first year of this agreement shall be retroactive to August 24, 2003. Starting in year 2 of this agreement all negotiated wage increases shall be on September 1st of each year.

IN WITNESS WHEREOF the parties hereto have affixed their signatures to this amended agreement on this

_____ day of _____, 2005.

On behalf of:

The Association

The Company

Appendix 1

Wage Rates - Effective August 24, 2003

Canadian Manufacturing	Start Rate	Helper	Junior	Senior
Tape Lines	\$ 11.00	\$ 13.79	\$ 14.85	\$ 15.99
Beamer	\$ 10.40	\$ 13.52	\$ 14.85	\$ 15.42
Weaver/Doffer	\$ 10.40	\$ 13.52	\$ 14.85	\$ 15.42
Fixer	\$ 13.00	\$ 15.45	\$ 16.56	\$ 17.53
Head Fixer	\$ 18.00	\$ -	\$ 20.60	\$ 21.12
Oiler	\$ 12.00	\$ 14.42	\$ 14.94	\$ 15.45
Coating	\$ 11.00	\$ 13.79	\$ 14.85	\$ 16.48
Printing	\$ 12.00	\$ 15.91	\$ 17.19	\$ 17.74
Ink Plate Coordinator	\$ 14.00	\$ 16.48	\$ -	\$ 17.74
Rewinding	\$ 10.40	\$ 13.52	\$ 14.85	\$ 15.99
Packer	\$ 10.40	\$ 11.85	\$ 12.73	\$ 13.27
Recycling	\$ 10.40	\$ 13.52	\$ 14.85	\$ 15.42
Plant Cleaner	\$ 8.50			\$ 13.39
Material Handler	\$ 12.50	\$ 14.85	\$ 15.44	\$ 15.59
Lead Hand	\$ 13.52	\$ 15.45	\$ 16.55	\$ 17.93
Shipping	\$ 14.56	\$ 16.55	\$ 17.70	\$ 18.57
Converting				
Operator	\$ 10.40	\$ 13.49	\$ 14.83	\$ 15.45
Sewer	\$ 9.25	\$ 10.25	\$ 11.07	\$ 11.90
Folder	\$ 8.50	\$ 9.48	\$ 9.89	\$ 10.15
Sewer II				\$ 12.15
Bag Cutter	\$ 8.50	\$ 9.48	\$ 9.89	\$ 10.15
Maintenance		Premiums		Rate
Stores Keeper	\$ 15.86	Dept. Lead Hand		\$ 1.00
All Trades & Apprentices		Maintenance On Call		\$ 0.50
Apprentice 1 st year	\$ 11.90	Fixer - New Looms		\$ 0.50
Apprentice 2 nd year	\$ 14.28	Shift Sew Mach. Mech.		\$ 0.50
Apprentice 3 rd year	\$ 16.66	First Aid		\$ 0.50
Apprentice 4 th year	\$ 19.03	Crew Safety Rep.		\$ 0.25
Apprentice 5 th year	\$ 21.41	Over 5 Years Service		\$ 0.20
Tradesmen - Non TQ Over 5 Years	\$ 19.47	Over 10 Years Service		\$ 0.40
Tradesmen - Non TQ Over 10 Years	\$ 20.96	Over 15 Years Service		\$ 0.60
Tradesmen - Non TQ Over 15 Years	\$ 23.28	Bag Premium over 425		\$ 0.18
Tradesmen - Ticketed	\$ 23.79			

Wage Rates effective June 15, 2004

Manufacturing	Start Rate	Helper	Junior	Senior
Tape Lines	\$ 11.00	\$ 13.79	\$ 14.85	\$ 15.99
Tapeline Winder Mechanic	\$ 12.00	\$ 14.42	\$ 14.94	\$ 15.45
Beamer	\$ 10.40	\$ 13.52	\$ 14.85	\$ 15.42
Weaver/Doffer	\$ 10.40	\$ 13.52	\$ 14.85	\$ 15.42
Weave Room Utility Operator	\$ 13.00	\$ 15.00	\$ 16.00	\$ 16.50
Fixer	\$ 13.00	\$ 15.45	\$ 16.56	\$ 17.53
Head Fixer	\$ 18.00	\$ -	\$ 20.60	\$ 21.12
Oiler	\$ 12.00	\$ 14.42	\$ 14.94	\$ 15.45
Coating	\$ 11.00	\$ 13.79	\$ 14.85	\$ 16.48
Printing	\$ 12.00	\$ 15.91	\$ 17.19	\$ 17.74
Ink Plate Coordinator	\$ 14.00	\$ 16.48	\$ -	\$ 17.74
Rewinding	\$ 10.40	\$ 13.52	\$ 14.85	\$ 15.99
Packer	\$ 10.40	\$ 11.85	\$ 12.73	\$ 13.27
Recycling	\$ 10.40	\$ 13.52	\$ 14.85	\$ 15.42
Plant Cleaner	\$ 8.50	\$ -	\$ -	\$ 13.39
Material Handler	\$ 13.00	\$ 14.85	\$ 16.00	\$ 16.55
Lead Hand	\$ 13.52	\$ 15.45	\$ 16.55	\$ 17.93
Shipping	\$ 14.56	\$ 16.55	\$ 17.70	\$ 18.57
Converting		\$ -	\$ -	\$ -
Operator	\$ 10.40	\$ 13.49	\$ 14.83	\$ 15.45
Sewer	\$ 9.25	\$ 10.25	\$ 11.07	\$ 11.90
Folder	\$ 8.50	\$ 9.48	\$ 9.89	\$ 10.15
Sewer II		\$ -	\$ -	\$ 12.15
Bag Cutter	\$ 8.50	\$ 9.48	\$ 9.89	\$ 10.15
Maintenance				
Stores Keeper	\$ 16.26			
All Trades & Apprentices		Premiums		Rate
Apprentice 1 st year	\$ 11.90	Dept. Lead Hand	\$	1.00
Apprentice 2 nd year	\$ 14.28	Maintenance On Call	\$	0.50
Apprentice 3 rd year	\$ 16.66	Fixer - New Looms	\$	0.50
Apprentice 4 th year	\$ 19.03	Shift Sew Mach. Mech.	\$	0.50
Apprentice 5 th year	\$ 21.41	First Aid	\$	0.50
Tradesmen - Non TQ Over 5 Years	\$ 19.47	Crew Safety Rep.	\$	0.25
Non TQ Over 10 Years	\$ 20.96	Over 5 Years Service	\$	0.20
Non TQ Over 15 Years	\$ 23.28	Over 10 Years Service	\$	0.40
Tradesmen - Ticketed	\$ 23.79	Over 15 Years Service	\$	0.60
		Bag Premium over 425	\$	0.18

Wage Rates - Effective September 1, 2004

Manufacturing	Start Rate	Helper	Junior	Senior
Tape Lines	\$ 11.00	\$ 14.14	\$ 15.22	\$ 16.39
Tapeline Winder Mechanic	\$ 12.00	\$ 14.78	\$ 15.31	\$ 15.84
Beamer	\$ 10.40	\$ 13.86	\$ 15.22	\$ 15.80
Weaver/Doffer	\$ 10.40	\$ 13.86	\$ 15.22	\$ 15.80
Weave Room Utility Operator	\$ 13.00	\$ 15.38	\$ 16.40	\$ 16.91
Fixer	\$ 13.00	\$ 15.84	\$ 16.98	\$ 17.97
Head Fixer	\$ 18.00		\$ 21.12	\$ 21.64
Oiler	\$ 12.00	\$ 14.78	\$ 15.31	\$ 15.84
Coating	\$ 11.00	\$ 14.14	\$ 15.22	\$ 16.89
Printing	\$ 13.00	\$ 16.31	\$ 17.62	\$ 18.18
Ink Plate Coordinator	\$ 14.00	\$ 16.89		\$ 18.18
Rewinding	\$ 10.40	\$ 13.86	\$ 15.22	\$ 16.39
Packer	\$ 10.40	\$ 12.14	\$ 13.05	\$ 13.60
Recycling	\$ 10.40	\$ 13.86	\$ 15.22	\$ 15.80
Plant Cleaner	\$ 8.50			\$ 13.72
Material Handler	\$ 12.50	\$ 15.22	\$ 16.40	\$ 16.96
Lead Hand	\$ 13.52	\$ 15.84	\$ 16.97	\$ 18.38
Shipping	\$ 14.56	\$ 16.97	\$ 18.14	\$ 19.04
Converting				
Operator	\$ 10.40	\$ 13.83	\$ 15.20	\$ 15.84
Sewer	\$ 9.25	\$ 10.50	\$ 11.35	\$ 12.19
Folder	\$ 8.50	\$ 9.71	\$ 10.14	\$ 10.40
Sewer II				\$ 12.46
Bag Cutter	\$ 8.50	\$ 9.71	\$ 10.14	\$ 10.40
Maintenance				
Stores Keeper	\$ 16.26			
All Trades & Apprentices		Premiums	Rate	
Apprentice 1 st year	\$ 12.19	Dept. Lead Hand	\$	1.00
Apprentice 2 nd year	\$ 14.63	Maintenance On Call	\$	0.50
Apprentice 3 rd year	\$ 17.07	Fixer - New Looms	\$	0.50
Apprentice 4 th year	\$ 19.51	Shift Sew Mach. Mech.	\$	0.50
Apprentice 5 th year	\$ 21.95	First Aid	\$	0.50
Tradesmen - Non TQ Over 5 Years	\$ 19.95	Crew Safety Rep.	\$	0.25
Non TQ Over 10 Years	\$ 21.48	Over 5 Years Service	\$	0.20
Non TQ Over 15 Years	\$ 23.86	Over 10 Years Service	\$	0.40
Tradesmen - Ticketed	\$ 24.39	Over 15 Years Service	\$	0.60
		Bag Premium over 425	\$	0.18

Wage Rates Effective November 22, 2004

Manufacturing	Start Rate	Helper	Junior	Senior
Tape Lines	\$ 11.00	\$ 14.14	\$ 15.22	\$ 16.39
Tapeline Winder Mechanic	\$ 12.00	\$ 14.78	\$ 15.31	\$ 15.84
Beamer	\$ 10.40	\$ 13.86	\$ 15.22	\$ 15.80
Weaver/Doffer	\$ 10.40	\$ 13.86	\$ 15.22	\$ 15.80
Weave Room Utility Operator	\$ 13.00	\$ 15.38	\$ 16.40	\$ 16.91
Fixer	\$ 13.00	\$ 15.84	\$ 16.98	\$ 17.97
Head Fixer	\$ 18.00		\$ 21.12	\$ 21.64
Oiler	\$ 12.00	\$ 14.78	\$ 15.31	\$ 15.84
Coating	\$ 11.00	\$ 14.14	\$ 15.22	\$ 16.89
Printing	\$ 13.00	\$ 16.31	\$ 17.62	\$ 18.18
Ink Plate Coordinator	\$ 14.00	\$ 16.89		\$ 18.18
Rewinding	\$ 10.40	\$ 13.86	\$ 15.22	\$ 16.39
Packer	\$ 10.40	\$ 12.14	\$ 13.05	\$ 13.60
Recycling	\$ 10.40	\$ 13.86	\$ 15.22	\$ 15.80
Plant Cleaner	\$ 8.50			\$ 13.72
Material Handler	\$ 12.50	\$ 15.22	\$ 16.40	\$ 16.96
Lead Hand	\$ 13.52	\$ 15.84	\$ 16.97	\$ 18.38
Shipping	\$ 14.56	\$ 16.97	\$ 18.14	\$ 19.04
Converting				
Operator	\$ 10.40	\$ 13.83	\$ 15.20	\$ 15.84
Sewer	\$ 9.25	\$ 10.50	\$ 11.35	\$ 12.19
Folder	\$ 8.50	\$ 9.71	\$ 10.14	\$ 10.40
Sewer II				\$ 12.46
Bag Cutter	\$ 8.50	\$ 9.71	\$ 10.14	\$ 10.40
Maintenance				
Stores Keeper	\$ 14.56	\$ 16.97	\$ 18.14	\$ 19.04
All Trades & Apprentices		Premiums		Rate
Apprentice 1 st year	\$ 12.19	Dept. Lead Hand	\$	1.00
Apprentice 2 nd year	\$ 14.63	Maintenance On Call	\$	0.50
Apprentice 3 rd year	\$ 17.07	Fixer - New Looms	\$	0.50
Apprentice 4 th year	\$ 19.51	Shift Sew Mach. Mech.	\$	0.50
Apprentice 5 th year	\$ 21.95	First Aid	\$	0.50
Tradesmen - Non TQ Over 5 Years	\$ 19.95	Crew Safety Rep.	\$	0.25
Non TQ Over 10 Years	\$ 21.48	Over 5 Years Service	\$	0.20
Non TQ Over 15 Years	\$ 23.86	Over 10 Years Service	\$	0.40
Tradesmen - Ticketed	\$ 24.39	Over 15 Years Service	\$	0.60
		Bag Premium over 425	\$	0.18

Wage Rates Effective January 14, 2005

Manufacturing	Start Rate	Helper	Junior	Senior
Tape Lines	\$ 11.00	\$ 14.14	\$ 15.22	\$ 16.39
Tapeline Winder Mechanic	\$ 12.00	\$ 14.78	\$ 15.31	\$ 15.84
Beamer	\$ 10.40	\$ 13.86	\$ 15.22	\$ 15.80
Weaver/Doffer	\$ 10.40	\$ 13.86	\$ 15.22	\$ 15.80
Weave Room Utility Operator	\$ 13.00	\$ 15.38	\$ 16.40	\$ 16.91
Fixer	\$ 13.00	\$ 15.84	\$ 16.98	\$ 17.97
Head Fixer	\$ 18.00		\$ 21.12	\$ 21.64
Oiler	\$ 12.00	\$ 14.78	\$ 15.31	\$ 15.84
Coating	\$ 11.00	\$ 14.14	\$ 15.22	\$ 16.89
Printing	\$ 13.00	\$ 16.31	\$ 17.62	\$ 18.18
Ink Plate Coordinator	\$ 14.00	\$ 16.89		\$ 18.18
Rewinding	\$ 10.40	\$ 13.86	\$ 15.22	\$ 16.39
Packer	\$ 10.40	\$ 12.14	\$ 13.05	\$ 13.60
Recycling	\$ 10.40	\$ 13.86	\$ 15.22	\$ 15.80
Plant Cleaner	\$ 8.50			\$ 13.72
Material Handler	\$ 12.50	\$ 15.22	\$ 16.40	\$ 16.96
Lead Hand	\$ 13.52	\$ 15.84	\$ 16.97	\$ 18.38
Shipping	\$ 14.56	\$ 16.97	\$ 18.14	\$ 19.04
Receiving	\$ 14.56	\$ 16.97	\$ 18.14	\$ 19.04
Converting				
Operator	\$ 10.40	\$ 13.83	\$ 15.20	\$ 15.84
Sewer	\$ 9.25	\$ 10.50	\$ 11.35	\$ 12.19
Folder	\$ 8.50	\$ 9.71	\$ 10.14	\$ 10.40
Sewer II				\$ 12.46
Bag Cutter	\$ 8.50	\$ 9.71	\$ 10.14	\$ 10.40
Maintenance				
Stores Keeper	\$ 14.56	\$ 16.97	\$ 18.14	\$ 19.04
All Trades & Apprentices		Premiums		Rate
Apprentice 1 st year	\$ 12.19	Dept. Lead Hand	\$	1.00
Apprentice 2 nd year	\$ 14.63	Maintenance On Call	\$	0.50
Apprentice 3 rd year	\$ 17.07	Fixer - New Looms	\$	0.50
Apprentice 4 th year	\$ 19.51	Shift Sew Mach. Mech.	\$	0.50
Apprentice 5 th year	\$ 21.95	First Aid	\$	0.50
Tradesmen - Non TQ Over 5 Years	\$ 19.95	Crew Safety Rep.	\$	0.25
Non TQ Over 10 Years	\$ 21.48	Over 5 Years Service	\$	0.20
Non TQ Over 15 Years	\$ 23.86	Over 10 Years Service	\$	0.40
Tradesmen - Ticketed	\$ 24.39	Over 15 Years Service	\$	0.60
		Bag Premium over 425	\$	0.18

Wage Rates Effective April 12, 2005

Manufacturing	Start Rate	Helper	Junior	Senior
Tape Lines	\$ 11.00	\$ 14.14	\$ 15.22	\$ 16.39
Tapeline Winder Mechanic	\$ 12.00	\$ 14.78	\$ 15.31	\$ 15.84
Beamer	\$ 10.40	\$ 13.86	\$ 15.22	\$ 15.80
Knot Tier	\$ 10.00	Plus \$0.005 (one half Cent) per knot		
Weaver/Doffer	\$ 10.40	\$ 13.86	\$ 15.22	\$ 15.80
Weave Room Utility Operator	\$ 13.00	\$ 15.38	\$ 16.40	\$ 16.91
Fixer	\$ 13.00	\$ 15.84	\$ 16.98	\$ 17.97
Head Fixer	\$ 18.00		\$ 21.12	\$ 21.64
Oiler	\$ 12.00	\$ 14.78	\$ 15.31	\$ 15.84
Coating	\$ 11.00	\$ 14.14	\$ 15.22	\$ 16.89
Printing	\$ 13.00	\$ 16.31	\$ 17.62	\$ 18.18
Ink Plate Coordinator	\$ 14.00	\$ 16.89		\$ 18.18
Rewinding	\$ 10.40	\$ 13.86	\$ 15.22	\$ 16.39
Packer	\$ 10.40	\$ 12.14	\$ 13.05	\$ 13.60
Recycling	\$ 10.40	\$ 13.86	\$ 15.22	\$ 15.80
Plant Cleaner - General Labour	\$ 8.50	\$ 10.40	\$ 12.25	\$ 13.72
Material Handler	\$ 12.50	\$ 15.22	\$ 16.40	\$ 16.96
Lead Hand	\$ 13.52	\$ 15.84	\$ 16.97	\$ 18.38
Shipping	\$ 14.56	\$ 16.97	\$ 18.14	\$ 19.04
Receiving	\$ 14.56	\$ 16.97	\$ 18.14	\$ 19.04
Cell Leader				\$ 20.00
Converting				
Operator	\$ 10.40	\$ 13.83	\$ 15.20	\$ 15.84
Sewer	\$ 9.25	\$ 10.50	\$ 11.35	\$ 12.19
Folder	\$ 8.50	\$ 9.71	\$ 10.14	\$ 10.40
Sewer II				\$ 12.46
Bag Cutter	\$ 8.50	\$ 9.71	\$ 10.14	\$ 10.40
Maintenance				
Stores Keeper	\$ 14.56	\$ 16.97	\$ 18.14	\$ 19.04
All Trades & Apprentices		Premiums Rate		
Apprentice 1 st year	\$ 12.19	Dept. Lead Hand	\$ 1.00	
Apprentice 2 nd year	\$ 14.63	Maintenance On Call	\$ 0.50	
Apprentice 3 rd year	\$ 17.07	Fixer - New Looms	\$ 0.50	
Apprentice 4 th year	\$ 19.51	Shift Sew Mach. Mech.	\$ 0.50	
Apprentice 5 th year	\$ 21.95	First Aid	\$ 0.50	
Tradesmen - Non TQ Over 5 Years	\$ 19.95	Crew Safety Rep.	\$ 0.25	
Non TQ Over 10 Years	\$ 21.48	Over 5 Years Service	\$ 0.20	
Non TQ Over 15 Years	\$ 23.86	Over 10 Years Service	\$ 0.40	
Tradesmen - Ticketed	\$ 24.39	Over 15 Years Service	\$ 0.60	
		Bag Premium over 425	\$ 0.18	

Start Rate Adjustment June 1, 2005

Manufacturing	Existing Start Rate	New Start Rate
Tape Lines	\$ 11.00	\$ 12.10
Tapeline Winder Mechanic	\$ 12.00	\$ 13.20
Beamer	\$ 10.40	\$ 11.44
Knot Tier	\$ 10.00	\$ 11.00
Weaver/Doffer	\$ 10.40	\$ 11.44
Weave Room Utility Operator	\$ 13.00	\$ 14.30
Fixer	\$ 13.00	\$ 14.30
Head Fixer	\$ 18.00	\$ 18.00
Oiler	\$ 12.00	\$ 13.20
Coating	\$ 11.00	\$ 12.10
Printing	\$ 13.00	\$ 14.30
Ink Plate Coordinator	\$ 14.00	\$ 14.00
Rewinding	\$ 10.40	\$ 11.44
Packer	\$ 10.40	\$ 11.44
Recycling	\$ 10.40	\$ 11.44
Plant Cleaner - General Labour	\$ 8.50	\$ 11.44
Material Handler	\$ 12.50	\$ 13.75
Lead Hand	\$ 13.52	\$ 14.87
Shipping	\$ 14.56	\$ 16.02
Receiving	\$ 14.56	\$ 16.02
Cell Leader		
Converting		
Operator	\$ 10.40	\$ 11.44
Sewer	\$ 9.25	\$ 10.18
Folder	\$ 8.50	\$ 9.35
Sewer II		
Bag Cutter	\$ 8.50	\$ 9.35

Wage Rates - Effective September 1, 2005 – Note Exception for Print Plate Coordinator

Manufacturing	Start Rate	Helper	Junior	Senior
Tape Lines	\$ 12.10	\$ 14.49	\$ 15.60	\$ 16.79
Tapeline Winder Mechanic	\$ 13.20	\$ 15.15	\$ 15.70	\$ 16.23
Beamer	\$ 11.44	\$ 14.21	\$ 15.60	\$ 16.20
Knot Tier	\$ 11.00	Plus \$0.005 (one half Cent) per knot		
Weaver/Doffer	\$ 11.44	\$ 14.21	\$ 15.60	\$ 16.20
Weave Room Utility Operator	\$ 14.30	\$ 15.76	\$ 16.81	\$ 17.34
Fixer	\$ 14.30	\$ 16.23	\$ 17.40	\$ 18.42
Head Fixer	\$ 18.00		\$ 21.64	\$ 22.18
Oiler	\$ 13.20	\$ 15.15	\$ 15.69	\$ 16.23
Coating	\$ 12.10	\$ 14.49	\$ 15.60	\$ 17.31
Printing	\$ 14.30	\$ 16.72	\$ 18.06	\$ 18.63
Ink Plate Coordinator Effective August 7, 2005	\$ 14.00	\$ 17.31	\$ -	\$ 20.50
Rewinding	\$ 11.44	\$ 14.21	\$ 15.60	\$ 16.79
Packer	\$ 11.44	\$ 12.44	\$ 13.38	\$ 13.94
Recycling	\$ 11.44	\$ 14.21	\$ 15.60	\$ 16.20
Plant Cleaner - General Labour	\$ 11.44	\$ 10.66	\$ 12.56	\$ 14.07
Material Handler	\$ 13.75	\$ 15.60	\$ 16.81	\$ 17.39
Lead Hand	\$ 14.87	\$ 16.23	\$ 17.39	\$ 18.84
Shipping	\$ 16.02	\$ 17.39	\$ 18.59	\$ 19.51
Receiving	\$ 16.02	\$ 17.39	\$ 18.59	\$ 19.51
Cell Leader				\$ 20.50
Converting				
Operator	\$ 11.44	\$ 14.18	\$ 15.58	\$ 16.23
Sewer	\$ 10.18	\$ 10.77	\$ 11.63	\$ 12.50
Folder	\$ 9.35	\$ 9.96	\$ 10.39	\$ 10.66
Sewer II				\$ 12.77
Bag Cutter	\$ 9.35	\$ 9.96	\$ 10.39	\$ 10.66
Maintenance				
Stores Keeper	\$ 14.56	\$ 17.39	\$ 18.59	\$ 19.52
All Trades & Apprentices		Premiums Rate		
Apprentice 1 st year	\$ 12.50	Dept. Lead Hand	\$ 1.00	
Apprentice 2 nd year	\$ 15.00	Maintenance On Call	\$ 0.50	
Apprentice 3 rd year	\$ 17.50	Fixer - New Looms	\$ 0.50	
Apprentice 4 th year	\$ 20.00	Shift Sew Mach. Mech.	\$ 0.50	
Apprentice 5 th year	\$ 22.50	First Aid	\$ 0.50	
Tradesmen - Non TQ Over 5 Years	\$ 20.45	Crew Safety Rep.	\$ 0.25	
Non TQ Over 10 Years	\$ 22.02	Over 5 Years Service	\$ 0.20	
Non TQ Over 15 Years	\$ 24.46	Over 10 Years Service	\$ 0.40	
Tradesmen - Ticketed	\$ 25.00	Over 15 Years Service	\$ 0.60	
		Bag Premium over 425	\$ 0.18	

Wage Rates - Effective September 1, 2006

Manufacturing	Start Rate	Helper	Junior	Senior
Tape Lines	\$ 12.10	\$ 14.85	\$ 15.99	\$ 17.21
Tapeline Winder Mechanic	\$ 13.20	\$ 15.53	\$ 16.09	\$ 16.64
Beamer	\$ 11.44	\$ 14.56	\$ 15.99	\$ 16.60
Knot Tier	\$ 11.00	Plus \$0.005 (one half Cent) per knot		
Weaver/Doffer	\$ 11.44	\$ 14.56	\$ 15.99	\$ 16.60
Weave Room Utility Operator	\$ 14.30	\$ 16.15	\$ 17.23	\$ 17.77
Fixer	\$ 14.30	\$ 16.64	\$ 17.84	\$ 18.88
Head Fixer	\$ 18.00		\$ 22.18	\$ 22.74
Oiler	\$ 13.20	\$ 15.53	\$ 16.08	\$ 16.64
Coating	\$ 12.10	\$ 14.85	\$ 15.99	\$ 17.75
Printing	\$ 14.30	\$ 17.14	\$ 18.51	\$ 19.10
Ink Plate Coordinator	\$ 14.00	\$ 17.75	\$ -	\$ 21.01
Rewinding	\$ 11.44	\$ 14.56	\$ 15.99	\$ 17.21
Packer	\$ 11.44	\$ 12.76	\$ 13.71	\$ 14.29
Recycling	\$ 11.44	\$ 14.56	\$ 15.99	\$ 16.60
Plant Cleaner - General Labour	\$ 11.44	\$ 10.93	\$ 12.87	\$ 14.42
Material Handler	\$ 13.75	\$ 15.99	\$ 17.23	\$ 17.82
Lead Hand	\$ 14.87	\$ 16.64	\$ 17.82	\$ 19.31
Shipping	\$ 16.02	\$ 17.82	\$ 19.06	\$ 20.00
Receiving	\$ 16.02	\$ 17.82	\$ 19.06	\$ 20.00
Cell Leader				\$ 21.01
Converting				
Operator	\$ 11.44	\$ 14.53	\$ 15.97	\$ 16.64
Sewer	\$ 10.18	\$ 11.04	\$ 11.92	\$ 12.81
Folder	\$ 9.35	\$ 10.20	\$ 10.65	\$ 10.93
Sewer II				\$ 13.09
Bag Cutter	\$ 9.35	\$ 10.20	\$ 10.65	\$ 10.93
Maintenance				
Stores Keeper	\$ 14.56	\$ 17.83	\$ 19.06	\$ 20.00
All Trades & Apprentices		Premiums		Rate
Apprentice 1 st year	\$ 12.81	Dept. Lead Hand	\$	1.00
Apprentice 2 nd year	\$ 15.37	Maintenance On Call	\$	0.50
Apprentice 3 rd year	\$ 17.94	Fixer - New Looms	\$	0.50
Apprentice 4 th year	\$ 20.50	Shift Sew Mach. Mech.	\$	0.50
Apprentice 5 th year	\$ 23.06	First Aid	\$	0.50
Tradesmen - Non TQ Over 5 Years	\$ 20.96	Crew Safety Rep.	\$	0.25
Non TQ Over 10 Years	\$ 22.57	Over 5 Years Service	\$	0.20
Non TQ Over 15 Years	\$ 25.07	Over 10 Years Service	\$	0.40
Tradesmen - Ticketed	\$ 25.62	Over 15 Years Service	\$	0.60
		Bag Premium over 425	\$	0.18

Wage Rates - Effective September 1, 2007

Manufacturing	Start Rate	Helper	Junior	Senior
Tape Lines	\$ 12.10	\$ 15.22	\$ 16.39	\$ 17.65
Tapeline Winder Mechanic	\$ 13.20	\$ 15.92	\$ 16.49	\$ 17.05
Beamer	\$ 11.44	\$ 14.93	\$ 16.39	\$ 17.02
Knot Tier	\$ 11.00	Plus \$0.005 (one half Cent) per knot		
Weaver/Doffer	\$ 11.44	\$ 14.93	\$ 16.39	\$ 17.02
Weave Room Utility Operator	\$ 14.30	\$ 16.56	\$ 17.66	\$ 18.21
Fixer	\$ 14.30	\$ 17.05	\$ 18.28	\$ 19.35
Head Fixer	\$ 18.00		\$ 22.74	\$ 23.31
Oiler	\$ 13.20	\$ 15.92	\$ 16.49	\$ 17.05
Coating	\$ 12.10	\$ 15.22	\$ 16.39	\$ 18.19
Printing	\$ 14.30	\$ 17.57	\$ 18.98	\$ 19.58
Ink Plate Coordinator	\$ 14.00	\$ 18.19	\$ -	\$ 21.54
Rewinding	\$ 11.44	\$ 14.93	\$ 16.39	\$ 17.65
Packer	\$ 11.44	\$ 13.07	\$ 14.05	\$ 14.64
Recycling	\$ 11.44	\$ 14.93	\$ 16.39	\$ 17.02
Plant Cleaner - General Labour	\$ 11.44	\$ 11.20	\$ 13.19	\$ 14.78
Material Handler	\$ 13.75	\$ 16.39	\$ 17.66	\$ 18.27
Lead Hand	\$ 14.87	\$ 17.05	\$ 18.27	\$ 19.79
Shipping	\$ 16.02	\$ 18.27	\$ 19.53	\$ 20.50
Receiving	\$ 16.02	\$ 18.27	\$ 19.53	\$ 20.50
Cell Leader				\$ 21.54
Converting				
Operator	\$ 11.44	\$ 14.89	\$ 16.37	\$ 17.05
Sewer	\$ 10.18	\$ 11.31	\$ 12.22	\$ 13.13
Folder	\$ 9.35	\$ 10.46	\$ 10.91	\$ 11.20
Sewer II				\$ 13.42
Bag Cutter	\$ 9.35	\$ 10.46	\$ 10.91	\$ 11.20
Maintenance				
Stores Keeper	\$ 14.56	\$ 18.27	\$ 19.53	\$ 20.50
All Trades & Apprentices		Premiums		Rate
Apprentice 1 st year	\$ 13.13	Dept. Lead Hand	\$ 1.00	
Apprentice 2 nd year	\$ 15.76	Maintenance On Call	\$ 0.50	
Apprentice 3 rd year	\$ 18.38	Fixer - New Looms	\$ 0.50	
Apprentice 4 th year	\$ 21.01	Shift Sew Mach. Mech.	\$ 0.50	
Apprentice 5 th year	\$ 23.64	First Aid	\$ 0.50	
Tradesmen - Non TQ Over 5 Years	\$ 21.49	Crew Safety Rep.	\$ 0.25	
Non TQ Over 10 Years	\$ 23.14	Over 5 Years Service	\$ 0.20	
Non TQ Over 15 Years	\$ 25.69	Over 10 Years Service	\$ 0.40	
Tradesmen - Ticketed	\$ 26.26	Over 15 Years Service	\$ 0.60	
		Bag Premium over 425	\$ 0.18	

Appendix 2

Respectful Workplace Policy

Purpose

InterWrap Industries Inc. is committed to providing a working environment where the individual differences of all employees, agents, and customers are valued and respected. All employees, agents, and customers of InterWrap are entitled to be treated fairly and with dignity, free from harassment, discrimination or violent conduct.

Policy

InterWrap does not condone and will not tolerate any discrimination or harassing behaviour that undermines the dignity, self-esteem and productivity of any employee, agent, or customer of InterWrap. Nor will InterWrap tolerate violent conduct whether such conduct is discriminatory or harassing in nature or not.

Management of InterWrap will ensure fast and appropriate action is taken in all case where a complaint is brought forward.

InterWrap considers harassment and/or discrimination by any employee or agent on the basis of membership in a designated group or sexual harassment and/or personal harassment to be a serious affront to a respectful workplace that requires immediate resolution. Such resolution may include disciplinary measures up to and including the termination of employment for employee found to have violated this policy.

InterWrap further considers acts of violence by any employee or agent for any reason whatsoever to be a serious affront to a respectful workplace that requires immediate resolution. Such resolution may include disciplinary measures up to and including the termination of employment for employee found to have violated this policy.

In the event an employee is subjected to an act of discrimination, harassing behaviour, or acts of violence from an employee, agent or someone other than an employee or agent of InterWrap, The Company shall investigate the incident(s) and all legal authorities such as the Police or a legislative regulatory body shall be asked to investigate as appropriate in each circumstance.

Designated groups include race, colour, ancestry, place of origin, religion, marital status, physical or mental disability, gender, or sexual orientation, or unrelated criminal convictions or any other reason as may be set out in the Human Rights Act.

Discrimination is defined as denial of any opportunity, withholding of salary increases, benefits or other considerations that are customarily available to employees or agents of InterWrap because of their membership in a designated group, except where there is a bona fide corrective job performance improvement requirement.

Harassment and Discrimination

Harassment is behaviour, whether physical, visual or verbal, directed against a person for which there is no bona fide and reasonable justification. Such behaviour adversely affects individuals or groups because of their gender, age, disability (physical or mental), race, colour, ancestry, place of origin, political belief, marital status, family status, religion, sexual orientation or unrelated criminal convictions or any other reason as may be set out in the Human Rights Act.

submission to such conduct becomes explicitly or implicitly a term or condition of employment or career advancement opportunity, or

submission or rejection of such conduct is used as a basis for wage or salary increases or receipt of other benefits and considerations, or

such conduct has the purpose or effect of interfering with work or job performance, or

such conduct creates an intimidating, hostile or offensive working environment.

Examples:

- Insults, innuendoes, derogatory comments, taunting or slurs
- Use of media, including telephone and computer technology, to impose harassing material on others
- Verbal abuse or threats involving or directed at members of designated groups
- Jokes involving or directed at members of designated groups that cause awkwardness or embarrassment
- Offensive behavior that undermines the self-respect of others

Sexual Harassment

Definition:

Sexual harassment is unwelcome sexually oriented conduct, which may be either verbal, physical or by innuendo, where:

submission to such conduct is made either explicitly or implicitly a term or condition of employment or career advancement, or

submission to or rejection of such conduct is used as a basis for wage or salary increases or receipt of other benefits and considerations; or,

such conduct has the purpose or effect of interfering with work or job performance; or,

such conduct creates an intimidating, hostile or offensive working environment.

Examples:

- the conduct is engaged in or the comment is made by a person who knows or who ought reasonably to know that the conduct or comment is unwanted or unwelcome;
- the conduct or comment is accompanied by a reward, or the express or implied promise of a reward, for compliance;
- the conduct or comment is accompanied by reprisal, or an express or implied threat of reprisal, for refusal to comply;
- the conduct or comment is accompanied by the actual denial of opportunity, or the express or implied threat of the denial of opportunity, for failure to comply;
- the conduct or comment is intended to, or has the effect of, creating an intimidating or hostile environment.
- Jokes involving sexuality or gender which cause awkwardness or embarrassment
- Use of media, including telephone and computer technology, to impose sexist material on others
- Leering, following, intimidating or stalking
- Touching, stroking, pushing, pinching or any unwelcome physical contact
- Impeding or blocking movement
- Verbal abuse or threats involving sexuality or gender
- Unwelcome invitations or requests for social or sexual interaction, whether indirect or explicit
- Physical or sexual assault
- Consensual sexual behavior that interferes with the work environment of others

Personal Harassment

Personal harassment is defined as unwelcome remarks, behaviours or communications directed toward an individual or a group of individuals, which misuses authority, or abuses the power that one individual or a group of individuals have over another individual or a group of individuals and has the effect or purpose of seriously abusing, threatening, demeaning, or intimidating the individual or group of individuals and,

submission to such conduct is made either explicitly or implicitly a term or condition of employment or career advancement, or

submission to or rejection of such conduct is used as a basis for wage or salary increases or receipt of other benefits and considerations; or,

such conduct has the purpose or effect of interfering with work or job performance; or,

such conduct creates an intimidating, hostile or offensive working environment.

Acts of Violence

Violence means the attempted, threatened, or actual conduct of a person that causes or is likely to cause injury.

Examples

- Threatening statements or behaviour that gives an employee reason to believe he/she is at risk.
- Physical contact intended, or believed to be intended, to inflict physical injury or pain.
- Any other conduct that any reasonable understand and interprets, or ought to understand and interpret, to be violent in nature.

Conduct Not Deemed To Be Harassment

Properly discharged supervisory responsibilities including disciplinary action or conduct that does not interfere with a climate of understanding and respect for the dignity and worth of Company employees or agents does not constitute harassment.

If You Believe You Have Been Subjected To Harassment Or Discrimination:

1. If possible, inform the harasser or discriminator that the behavior is unwelcome and request that the conduct stop forthwith.
2. If possible, and if there is more than one incident, it is recommended that you keep a written record of dates, times, and a description of the conduct you deem to be inappropriate.
3. Lodge a complaint with the your immediate supervisor, Department Manager, or the Human Resources Department.
4. In the event your immediate supervisor is the subject of your complaint, contact a more senior level of management or Human Resources Department.

Education and Prevention

Harassment, discrimination, and violence can involve individuals or groups and both men and women can be the subject of harassment, discrimination or violence by members of either gender.

A single incident or a series of incidents can constitute harassment, discrimination or violence and can occur in social or employment related activities

A crucial component of this policy is the requirement for diversity education that includes harassment, discrimination, and violence awareness and prevention objectives.

InterWrap will endeavour to ensure that all employees and agents are made aware of what constitutes harassment, discrimination and violence and why it is so harmful to those who are hurt or offended by it and what individuals can do to take corrective action.

Requirement for an Investigation

When the Company receives a written or verbal complaint from an employee, an investigation by Management will be initiated as soon as possible.

Management Complaint Resolution Process

The investigation will include one or more interviews of the:

- Complainant
- Witnesses identified by the complainant
- Respondent
- Witnesses identified by the Respondent

The investigation shall seek to determine all of the relevant facts of the matter.

In the case of an act of violence the local police may also be called for immediate assistance as deemed appropriate by participants or witnesses to the events. In the event the Police are called to assist with an act of violence, The Company and all employees shall cooperate fully with investigating officers.

The Company's investigator(s) will ensure that the interviews are conducted in a private area away from the work area(s) of those involved. In explaining the purpose of the meeting, the investigator(s) will caution the employees that this is a fact-finding exercise. All parties should be aware that this is only an investigation and that the matter should not be discussed outside of the investigation process. A determination of the validity of the complaint will be made when all aspects of the complaint are fully investigated.

After a conclusion is reached, appropriate action will be recommended to the most senior level of management with direct authority to act on findings and recommendations of the investigator(s).

If there is conclusive evidence of harassment, discrimination or violence, disciplinary measures will be taken as appropriate. If the complaint is groundless, no further action will be taken with respect to the respondent. In the case of an act of violence, the Company may assess appropriate disciplinary measures regardless of any charges or other outcome that may arise as a result of a police investigation.

If a false complaint is laid with the appearance of malicious intent, action may be taken consistent with the principles of progressive discipline against the complainant.

Nothing in this policy precludes the complainant(s) and the alleged harasser(s) or discriminator(s) from seeking independent legal advice. Nor is a complainant precluded from exercising his/her right to make a complaint to an appropriate regulatory body.

Record Keeping

A record of all matters involved in the investigation of the complaint will be kept in confidential files in the Human Resources Department. The information record will include:

- The date of the alleged incident(s).
- The name of the complainant and the alleged harasser(s) or discriminator(s).

- Details of the incident(s), *i.e.* location, time, what was alleged to have been said or done, other persons involved (if any); names of witnesses (if any).
- The complainant's version of the incidents.
- The alleged respondents version of the incidents.
- The witness(es)' views of the events - do they corroborate either version and to what extent are their insights credible.
- Legal opinion (if warranted).
- Conclusion reached and action recommended or taken

Retaliation

InterWrap considers retaliation or the threat of retaliation to be a serious offence and subject to disciplinary measures. InterWrap will investigate any such complaint and will also take all reasonable steps to ensure that its employees or agents who make complaints of harassment, discrimination, or acts of violence without malicious intent or those who are witnesses, are not subject to retaliation.

Training And Implementation

InterWrap will provide training and/or familiarization to all employees and agents of InterWrap, that may be required to make this Respectful Workplace Policy an effective workplace practice.

Appendix 3

Progressive Corrective Discipline

Purpose

It is the Company's desire to have all employees conduct themselves in a responsible manner so far as the employment relationship exists. By the use of progressive corrective discipline, the Company hopes its employees will recognize and correct problems prior to more severe disciplinary action or termination of employment being required.

In the event an employees job performance and/or employment related conduct is not satisfactory and supervisory coaching has not proven sufficient to correct the job performance or employment related conduct then corrective discipline is the method by which employees will be further informed that their job performance and/or employment related conduct is unsatisfactory and that change is necessary. The intention of discipline must not be punitive. Rather, discipline must focus on correcting unacceptable job performance and/or workplace conduct.

Policy

When an employee fails to perform his/her job related duties in a responsible manner or is found to be engaging in other unacceptable employment related conduct in violation of Company policy, Workers Compensation Board Regulations, any and all legislation or legal statute governing the employment relationship then corrective discipline will usually be assessed as follows.

1. The first offence will result in coaching style discussion with the immediate supervisor and a record of this coaching session will be placed on the individual's employment record.
2. The second offence will result in a formal verbal warning. A record of the warning will be placed on the individual's employment record.
3. The third offence will result in a formal written warning. A record of the written warning will be placed on the individual's employment record.
4. The fourth offence will result in a suspension of one (1) to three (3) days depending on severity of the matter and whether the employee is an eight (8) or twelve (12) hour shift employee. A record of the suspension will be placed on the individual's employment record.
5. The fifth offence will result in the termination of the employee's employment with the Company.

Progressive corrective disciplinary action is deemed to have been effective if the employee corrects the job performance and/or employment related conduct that gave rise to disciplinary action in the first place.

Discipline of a minor nature may be removed from an employee's file upon the mutual agreement of the Company and the Employee upon application by the employee and a formal review of the employee's personnel file by the company.

Process

With the exception of an extreme case when it may be necessary to suspend an employee pending investigation, no disciplinary action shall be administered until the following steps have been concluded.

1. A full investigation of the incident must be completed in a timely manner.
2. A full review of the employee's employment record.
3. Consultation with the Department Manager or his designate.
4. Consultation with the Manager, Human Resources or his designate.

The foregoing progressive disciplinary steps are only a guideline. Disciplinary action may vary depending on the seriousness and circumstances of a specific incident. Every case must be determined on its own merits and every case is different.

The following circumstances are cause for, and may result in, the immediate termination of employment.

1. Any conduct that offends the Company's customers and jeopardizes the ongoing business relationship with the customer.
2. Possession or under the influence of, drugs, alcohol, or any other impairment causing substance while at work or on Company property.
3. Instigating, promoting, and/or participating in any form of illegal strike action or work stoppage.
4. Theft of Company property and/or the theft of property from a coworker.
5. Willful damage and vandalism to Company property.
6. Fighting on Company Property.
7. Fighting with, or malicious acts against, fellow employees or management staff outside of the workplace and off of Company property at any time if the incident is related in any way to employment with the Company.
8. Engaging in other employment, working in a personal or family owned business, or engaging in any other activities that represent a conflict of interest with employment at InterWrap during periods of approved leave of absence.

Recording Keeping

When it becomes necessary to proceed with discipline, the importance of recording all of the pertinent information is of utmost priority.

The “Record of Corrective Disciplinary Action” form must be completed and a copy submitted to the Human Resources Department along with any personal notes etc.

The original signed copy of the “Record of Corrective Disciplinary Action” form must also be given to the employee.

Characteristics of an Effective Corrective Disciplinary System

1. Prompt – Discipline must be imposed immediately after the infraction when possible.
2. Impartial – Discipline must be applied to all employees when warranted with out favoritism.
3. Consistent – There must be a common understanding of disciplinary procedures.
4. Non-punitive – Discipline must be intended to correct behaviour and not punish.
5. Fairness – The degree of discipline must be reasonably related to the nature of the offence and employment history.
6. Advance warning – The workforce must be aware of workplace rules concerning acceptable and unacceptable behavior. Some rules are simply common sense that everyone knows or ought to know.

General Rules of Conduct

It is important for the purpose of safety, productivity, respect for fellow employees, and co-operative working relationships to have a code of conduct in the workplace. The following behaviors are considered inappropriate and cause for disciplinary action.

- Any conduct that offends the Company's customers and jeopardizes the ongoing business relationship with the customer.
- Possession of, or under the influence of, drugs, alcohol, or any other impairment causing substance while at work or on Company property.
- Instigating, promoting, and/or participating in any form of illegal strike action or work stoppage.
- Theft of Company property and/or the theft of property from a coworker.
- Willful damage and vandalism to Company property.
- Fighting on Company Property.
- Fighting with, or malicious acts against, fellow employees or management staff outside of the workplace and off of Company property at any time if the incident is related to employment with the Company.
- Absence without Leave.
- Insubordination
- Harassing or discriminatory behavior directed towards fellow employees at any level in the Company.
- Conducting union or anti union business on Company time without authorization.
- Failing to perform assigned job duties.
- Failing to keep sensitive personal and/or Company information in confidence to the detriment of fellow employees and/or the Company.
- Refusing or failing to work in compliance with safe work practices and procedures.
- Abusing the power and privilege vested in an employee by virtue of his/her position and/or responsibilities in the workplace.

The above list is by no means exhaustive and there are certain common sense rules of conduct that every employee understands or ought to understand.

It is expected that all employees will conduct themselves in a responsible manner that is respectful to all staff and employees, regardless of position, in the performance of their duties.

These General Rules of Conduct are to be posted in locations where all employees may view them.

Record of Corrective Disciplinary Action

Employee Name: _____ Employee No. _____ Date: _____ Department: _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>REASON(S)</u></th> <th style="width: 10%;"></th> </tr> <tr> <td>Attendance</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Fighting</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Insubordination</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Job Performance</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Safety</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Sleeping at Work</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Tardiness/Leave Early</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Theft</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Vandalism</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Impairment</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">[]</td> </tr> </table>	<u>REASON(S)</u>		Attendance	[]	Fighting	[]	Insubordination	[]	Job Performance	[]	Safety	[]	Sleeping at Work	[]	Tardiness/Leave Early	[]	Theft	[]	Vandalism	[]	Impairment	[]	Other	[]
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Particulars of this incident (Date, Time, and Facts)
Attach addition pages if space is required

Has the employee been disciplined previously? Yes [] No []
If yes, stated dates and level of discipline.

Disciplinary action administered in this incident (check appropriate box):
 Verbal Warning Written Warning Suspension Termination

Additional comments (e.g. length and date(s) of suspension and future expectations):
(In some cases a more formal letter may be substituted for this form)

In signing this document I, _____, am only acknowledging receipt of this record of disciplinary action.
(If the employee refused to sign, simply indicate "refused to sign" on the signature line below.)

Employee Signature

Supervisor: _____
Name

Signature