COLLECTIVE AGREEMENT

between

CANADIAN LINEN AND UNIFORM SERVICE CO. LTD.
OF THE CITY OF OTTAWA,
IN THE COUNTY OF CARLETON

(hereinafter called the "Employer")

OF THE FIRST PART

- and -

UNITED FOOD AND COMMERCIAL WORKERS
CANADA, LOCAL 175

(hereinafter called the "Union")

OF THE SECOND PART

Effective: June 17, 2015 - June 16, 2018
<table>
<thead>
<tr>
<th>ARTICLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTICLE 1 - PURPOSE</td>
<td>1</td>
</tr>
<tr>
<td>ARTICLE 2 - UNION RECOGNITION</td>
<td>2</td>
</tr>
<tr>
<td>ARTICLE 3 - UNION SECURITY</td>
<td>3</td>
</tr>
<tr>
<td>ARTICLE 4 - MANAGEMENT RIGHTS</td>
<td>4</td>
</tr>
<tr>
<td>ARTICLE 5 - GRIEVANCE PROCEDURE</td>
<td>5</td>
</tr>
<tr>
<td>ARTICLE 6 - ARBITRATION</td>
<td>6</td>
</tr>
<tr>
<td>ARTICLE 7 - MANAGEMENT GRIEVANCES</td>
<td>7</td>
</tr>
<tr>
<td>ARTICLE 8 - DISCHARGE CASES</td>
<td>7</td>
</tr>
<tr>
<td>ARTICLE 9 - NO STRIKE - NO LOCKOUTS</td>
<td>8</td>
</tr>
<tr>
<td>ARTICLE 10 - REST PERIODS</td>
<td>8</td>
</tr>
<tr>
<td>ARTICLE 11 - STATUTORY HOLIDAYS</td>
<td>9</td>
</tr>
<tr>
<td>ARTICLE 12 - WAGES</td>
<td>10</td>
</tr>
<tr>
<td>ARTICLE 13 - HOURS OF WORK AND OVERTIME</td>
<td>11</td>
</tr>
<tr>
<td>ARTICLE 14 - VACATION WITH PAY</td>
<td>12</td>
</tr>
<tr>
<td>ARTICLE 15 - SENIORITY</td>
<td>14</td>
</tr>
<tr>
<td>ARTICLE 16 - GENERAL</td>
<td>16</td>
</tr>
<tr>
<td>ARTICLE 17 - UNION REPRESENTATION</td>
<td>17</td>
</tr>
<tr>
<td>ARTICLE 18 - HEALTH &amp; WELFARE</td>
<td>18</td>
</tr>
<tr>
<td>ARTICLE 19 - PENSION PLAN</td>
<td>19</td>
</tr>
<tr>
<td>ARTICLE 20 - BEREAVEMENT LEAVE</td>
<td>19</td>
</tr>
<tr>
<td>ARTICLE 21 - HEALTH AND SAFETY</td>
<td>20</td>
</tr>
<tr>
<td>ARTICLE 22 - TERMINATION</td>
<td>20</td>
</tr>
<tr>
<td>LETTERS OF UNDERSTANDING</td>
<td>21</td>
</tr>
<tr>
<td>RE: RATIFICATION BONUS</td>
<td>21</td>
</tr>
<tr>
<td>RE: BENEFIT SHOPPING</td>
<td>22</td>
</tr>
</tbody>
</table>
REGIONAL OFFICE:

U.F.C.W. CANADA LOCAL 175
20 HAMILTON AVENUE NORTH
OTTAWA, ONTARIO
K1Y 1B6

TELEPHONE: 1-613-725-2154 or
1-800-267-5295

EMAIL: ottawa@ufcw175.com
ARTICLE 1 - PURPOSE

1.01 It is the desire of the above mentioned parties to co-operate and work harmoniously together in promoting their mutual interest in the operation of the plant. It is their desire to provide an orderly procedure for collective bargaining, an orderly procedure for the prompt and equitable disposition of grievances and for the maintenance of mutually satisfactory hours of work, wages and working conditions in the plant.

1.02 No Harassment - Subject to the Company's Harassment Policy as may be updated from time to time, the parties agree:

Discrimination - The parties agree that discrimination will not be tolerated in the workplace and that all employees are entitled, in complete equality, to the recognition and exercise of all rights and privileges of the Collective Agreement, without discrimination, distinction, exclusion or preference based on race, colour, sex, age, marital or family status, creed, religion, political convictions or affiliation, language, ethnic, national origin, sexual orientation, record of offences, mental or physical disability.

A distinction, exclusion or preference based on the aptitudes or qualifications required for employment is deemed not discriminatory. Also, a difference in salary or wages based on experience, seniority, years of service, or overtime is not considered discriminatory if such criteria are common to all members of the personnel.

Harassment - The parties agree that harassment will not be tolerated in the workplace. Harassment is defined as any unwelcome action, whether verbal or physical, on a single or repeated basis, which humiliates, insults, or degrades. Such acts may be subtle or overt, but they are always offensive and demeaning. Unwelcome means any action which the harasser knows or ought reasonably to know is not desired by the victim.

Bullying - The parties agree that bullying will not be tolerated in the workplace. Bullying is defined as acts or verbal comments that could mentally hurt or isolate a person, and can also include physical aggression. Bullying usually involves repeated incidents or a pattern of behavior that is intended to intimidate, offend, degrade or humiliate a particular person or group of people.

The Joint Health and Safety Committee will address issues resulting from an employee's or customer's behavior problem (including aggression) which may compromise employee safety. Existing policies which address such behavior will be used as a starting point. The Committee will review the effectiveness of the
policies on a regular basis and will be expected to recommend new approaches, procedures and techniques for prevention and risk management.

Any employee who believes that they are being harassed, discriminated against or bullied shall report this to their immediate supervisor and/or full-time Union Representative.

ARTICLE 2 - UNION RECOGNITION

2.01 The Employer recognizes the Union as the sole collective bargaining agency for all employees at the Employer's Ottawa and Kingston locations, save and except: supervisors, foreman, persons above the rank of foreman, office staff, sales staff, or other employees covered by a valid Collective Agreement with another Union.

2.02 For the purpose of this Article, a full-time employee is deemed to be one who regularly works at least forty (40) hours per week. A part-time employee is deemed to be one who regularly works less than forty (40) hours per week.

2.03 Company employees not included in the bargaining unit shall not perform work normally assigned to employees in the bargaining unit except in the following circumstances:

(a) instruction or training;

(b) evaluation or experimentation;

(c) circumstances beyond the Employer's control including customer's special request;

(d) vacation or holiday relief; or

(e) when bargaining unit employees are not readily available, including absences due to employee sickness or disability.

2.04 Should the plant covered by this Agreement be permanently closed and replaced with a new plant within 100 km of the closed plant in Ontario, this Collective Agreement shall apply to the new plant.

2.05 The Employer agrees that it will not contract out work normally performed by members of the bargaining unit if it directly results in:

a) a layoff or employees in the bargaining unit; or

b) a reduction of regularly scheduled hours of work in the bargaining unit.
ARTICLE 3 - UNION SECURITY

3.01 Employees covered by this Agreement are required to acquire and maintain membership in the Union on the completion of their probationary period as a condition of continued employment.

3.02 During the lifetime of this Agreement, the Employer shall take from the pay of all employees covered by this Agreement on the first pay-day of each calendar month such amount as may be uniformly assessed by the Union Constitution and By-Laws as regular monthly Union dues and shall remit same prior to the end of such month to the Financial Secretary of the Union. It is understood that such deductions may be made on a weekly basis in equal amounts from the first four pays in the month. It is further understood and agreed that new employees hired after the date of this Agreement shall have the Union initiation fee deducted from the first pay due to the employee in the month following completion of the probationary period.

3.03 The Employer shall show the yearly Union monthly dues deductions on the employee's T-4 slip.

3.04 The Union will not engage in Union activities during working hours or hold meetings at any time on the premises of the Company, save as may be expressly permitted by this Agreement or otherwise with the consent of the Employer.

3.05 The remittance statement shall be documented by location containing a dues and initiation report which shall be provided in the form of e-mail (remit@ufcw175.com) as well as a hard copy of the dues report being attached to the remittance cheque. The information provided shall be on a standard spreadsheet in “Excel” or other software program acceptable and adaptable to the Union. The spreadsheet will be in a table format provided by the Union and will provide the following current information: as known to the Company.

1) S.I.N
2) Employee Number if applicable
3) Full Name (Last/First/Initials)
4) Full Address, including City and Postal Code
5) Telephone Number (including area code)
6) Date of Hire
7) Rate of Pay
8) Classification
9) Full-time or Part-time designation
10) Union Dues deducted (or the reason a deduction was not made). If dues are deducted weekly, report requires five (5) columns for reporting.
11) Total Dues Deducted
12) Back Dues Owing
13) Vacation Pay Breakdown of Dues owing
14) Initiation fees Deducted
15) Total Initiation Fees Deducted

3.06 During the lifetime of this Agreement the Employer shall take from the pay of all employees covered by this Agreement the monthly sum as assessed by the Union Local to be deducted and shall remit same prior to the tenth of the following month to the Financial Secretary of the Union. The said sums shall be accepted by the Union as the regular monthly dues of members of the Union. The said sums shall be accepted by the Union as the regular monthly dues of those employees who are or shall become members of the Union and the sums so deducted from non-members of the Union shall be treated as their contribution towards the expense of maintaining the Union.

3.07 Any employee working eight (8) hours in any week shall pay Union dues as is customary for that week.

3.08 The Employer shall forward any updated contact information received from an employee covered under the provisions of this Agreement to the Union office, the Health & Welfare Plan and the Pension Plan.

ARTICLE 4 - MANAGEMENT RIGHTS

4.01 The Union acknowledges that it is the right of the Employer to hire, promote, demote, transfer, classify and suspend employees, and also the right of the Employer to discipline or discharge any employee for cause, provided that a claim by an employee, who has acquired seniority, that he has been discharged or disciplined without reasonable cause shall be the subject of a grievance and dealt with as hereinafter provided.

4.02 The Union further recognizes the right of the Employer to operate and manage its business in all respects in accordance with its commitments and responsibilities. The location of the Employer's facilities, the products to be manufactured or processed, the methods of manufacturing or processing used, the right to decide on the number of employees needed by the Employer at any time, the right to use improved methods, machinery and equipment and jurisdiction over the operations building, machinery, tools and employees at the Ottawa plant are solely and exclusively the responsibility of the Employer. The Employer also has the right to make and alter from time to time rules and regulations to be observed
by the employees; but, before altering such rules, the Employer will discuss
same with the Union Committee and give them an opportunity of making
representations with regard to such proposed alterations. The Employer agrees
that it will not exercise these rights in a manner inconsistent with the provisions of
this Agreement.

4.03 Without limiting the generality of the foregoing, it is expressly understood and
agreed that breach of any of the plant rules, or any of the provisions of this
Agreement, shall be conclusively deemed to be sufficient cause for discipline or
dismissal of the employees; provided that nothing herein shall prevent an
employee going through the grievance procedure to determine whether or not
such breach actually took place.

ARTICLE 5 - GRIEVANCE PROCEDURE

5.01 The parties to this Agreement are agreed that it is of the utmost importance to
adjust complaints and grievances as quickly as possible.

5.02 No grievance shall be considered:

(a) which usurps the function of the Management; or

(b) where the circumstances giving rise to it occurred or originated more than
five (5) full working days before the filing of the grievance.

5.03 Grievances properly arising under this Agreement shall be adjusted and settled
as follows;

STEP 1

The aggrieved employee shall present his grievance orally or in writing to his
immediate supervisor. If a settlement satisfactory to the employee concerned is
not reached within two (2) full working days, the grievance may be presented as
follows at any time within two (2) full working days thereafter.

STEP 2

The aggrieved employee may, with or without the Union representative, present
his grievance, which shall be reduced to writing on a form supplied by the Union
and approved by the Employer, to the official of the Employer named by the
Employer to handle grievances at this step. Should no settlement satisfactory to
the employee be reached within five (5) full working days, the next step in the
grievance procedure may be taken at any time within five (5) working days
thereafter.
STEP 3

The Union, if it considers it a valid grievance may submit the grievance to the Employer and the representatives of the parties shall meet as promptly as possible thereafter in an endeavour to settle the grievance. If a satisfactory settlement is not reached within ten (10) days from this meeting and if the grievance is one which concerns the interpretation of alleged violation of this agreement, the grievance may be submitted to arbitration as provided in Article 6 below at any time within fourteen (14) days thereafter but not after.

ARTICLE 6 - ARBITRATION

6.01 Both parties to this Agreement agree that any dispute or grievance concerning the interpretation or alleged violation of this Agreement, which has been properly carried through all the steps of the grievance procedure outlined in Article 5 above, and which has not been settled, will be referred to a Board of Arbitration at the request of either of the parties hereto.

6.02 If agreed by both parties, a single arbitrator could be used in place of a Board of Arbitration.

6.03 The Board of Arbitration will be composed of one person appointed by the Employer, one person appointed by the Union and a third person to act as chairman chosen by the other two members of the Board.

6.04 Within forty-eight (48) hours of the request by either party for a Board, each party shall notify the other of the name of its appointee.

6.05 Should the person chosen by the Employer to act on the Board, and the person chosen by the Union, fail to agree on a third person within seven (7) days of the notification mentioned in 6.03 above, then either party may apply to the Office of Arbitration to appoint the Chairperson.

6.06 The decisions of a Board of Arbitration constituted in the above manner shall be binding on both parties.

6.07 The Board of Arbitration shall not have any power to alter or change any of the provisions of this agreement or to substitute any new provisions for any existing provisions, nor to give any decision inconsistent with the terms and provisions of this agreement.

6.08 Each of the parties to this Agreement will bear the expenses of the arbitrator appointed by it; and the parties will jointly bear the expenses, if any, of the chairman.
6.09 No person shall be selected as arbitrator who has been directly involved in attempts to negotiate or settle the grievance.

6.10 If the Employer and the Union consent in writing then the aforementioned procedure relating to the constitution of an Arbitration Board may be waived and grievances proceeding to Arbitration may in such circumstances be heard by a single Arbitrator.

6.11 (a) Neither party shall raise or proceed with a timeliness issue argument regarding “filing for arbitration” without having notified the other party of its final position on any given grievance in writing.

(b) Should either party serve such notice on the other party, the parties further agree that the final time frame in the Collective Agreement, Article 5.03 Step # 3, respecting “filing for arbitration” shall then be triggered.

ARTICLE 7 - MANAGEMENT GRIEVANCES

7.01 It is understood that the Employer may bring forward at any meeting held with the Union Committee any complaint with respect to the conduct of the Union, its local officers, or stewards and that if such complaint by the Employer is not settled to the mutual satisfaction of the conferring parties it may be treated as a grievance and referred to arbitration in the same way as a grievance of an Employee.

7.02 A Union policy grievance, which is defined as an alleged violation of this agreement or the way in which the agreement has been interpreted, applied or administered concerning all or a number of Employees in the bargaining unit in regards to which an individual Employee could not grieve, may be brought forward by the Union Committee at Step 3 of the grievance procedure at any time within ten (10) days after the circumstances giving rise to such policy grievance occurred.

ARTICLE 8 - DISCHARGE CASES

8.01 The discipline or discharge of a probationary employee is at the sole discretion of the Employer and will not be subject to the grievance procedure. It is agreed that the probationary period is for the purpose of training employees and to allow the Employer to assess employee's suitability for continued employment. The Company agrees not to act in bad faith in the application of this Article.

Where an employee who has successfully completed their probationary period and attained seniority has been discharged from their employment, such an
employee, if they feel an injustice has been done, may file a grievance against their discharge.

8.02 All such cases shall be taken up within three (3) days and disposed of within seven (7) days of the date the employee is notified of his discharge, except where a case is taken to arbitration. A claim by an employee, who has attained seniority that he has been unjustly discharged from his employment shall be treated as a grievance if a written statement of such grievance is lodged with the superintendent within three (3) days after the employee ceases to work for the Employer.

8.03 Such special grievance may be settled by confirming the management's action in dismissing the employee, or by reinstating the employee with full compensation for time lost, or by any other arrangement which is considered just and equitable in the opinion of the conferring parties.

ARTICLE 9 - NO STRIKE - NO LOCKOUTS

9.01 In view of the orderly procedures established by this Agreement for the settling of disputes and the handling of grievances the Union agrees that, during the lifetime of this Agreement, there will be no strike, picketing, slowdown or stoppage of work, either complete or partial, and the Employer agrees that there will be no lockout.

9.02 The Employer shall have the right to discharge or otherwise discipline Employees who take part in or instigate any strike, picketing, stoppage or work or slowdown, but a claim of unjust discharge or treatment may be the subject of a grievance and dealt as provided in Article 5 above.

9.03 Should the Union claim that a cessation of work constitutes a lockout, it may take the matter up a Step 3, of the grievance procedure.

9.04 The Union further agrees that it will not involve the Employer, either directly or indirectly, in any dispute which may arise between any other employer and the employees of such other employer.

ARTICLE 10 - REST PERIODS

10.01 There shall be a ten (10) minute rest period in the forenoon and a ten (10) minute rest period in the afternoon for all employees at times to be designated by the Employer. Employees will be able to go to their break at the sound of the bell and then at the sound of the second bell employees shall return to their work station and resume working.
ARTICLE 11 - STATUTORY HOLIDAYS

11.01 Where any of the following Statutory holidays: Victoria Day, New Year’s Day, Good Friday, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day, Family Day, falls on what would otherwise be a working day or where any of the said statutory holidays falls on a Sunday and the day proclaimed as a statutory holiday in lieu thereof falls on what would otherwise be a regular working day, all employees who have completed ninety (90) working days or more continuous service with the Employer shall receive payment for such holidays based on their current hourly rate multiplied by the number of hours that he would normally have worked on such day subject to the following conditions:

(a) To be eligible for holiday pay, except where there is verifiable just cause, an employee must work their regular shift immediately preceding the holiday and immediately following the holiday.

(b) If an employee works on one of the above named paid statutory holidays, he will receive payment at one and one half (1\(\frac{1}{2}\)) times for the hours actually worked by him in addition to receiving his holiday pay;

(c) Where one of the aforementioned statutory holidays falls during an employee’s approved vacation period, he shall be allowed an extra day’s vacation or an extra day’s pay at the option of the Employer;

(d) Where the holiday falls on a Saturday or Sunday, the employee shall receive a regular day’s pay for such holiday, or a day off in lieu at a mutually convenient time, subject to the conditions outlined herein.

(e) Where one of the aforementioned statutory holidays falls on what would otherwise be a working day for the employee the hours for which he is paid for that holiday shall be included as hours worked for the purposes of computing overtime, except when such hours fall on a Saturday or Sunday.

(f) Employees who have not completed ninety (90) working days shall be paid in accordance with the Employment Standards Act.
ARTICLE 12 - WAGES

12.01 The following wage increases have been negotiated between the parties:

Part-time Employees:

Statutory holidays to be paid in accordance with the Employment Standards Act.

<table>
<thead>
<tr>
<th>Part-time Employees and Students</th>
<th>Dec 4, 2015</th>
<th>June 17, 2016</th>
<th>June 17, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$11.25</td>
<td>11.42</td>
<td>11.65</td>
</tr>
</tbody>
</table>

Wage Increase:

Wage scale for employees hired prior to June 17, 2009:

<table>
<thead>
<tr>
<th>General Help</th>
<th>Dec 4/15</th>
<th>Jun 17/16</th>
<th>Jun 17/17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$14.00</td>
<td>$14.21</td>
<td>$14.49</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classified Help</th>
<th>Dec 4/15</th>
<th>Jun 17/16</th>
<th>Jun 17/17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$16.46</td>
<td>$16.71</td>
<td>$17.04</td>
</tr>
</tbody>
</table>

Wage scale for employees hired after June 17, 2009:

<table>
<thead>
<tr>
<th>General Help</th>
<th>Dec 4/15</th>
<th>Jun 17/16</th>
<th>Jun 17/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-12 months</td>
<td>$11.55</td>
<td>$11.72</td>
<td>$11.95</td>
</tr>
<tr>
<td>12 months</td>
<td>11.97</td>
<td>12.15</td>
<td>12.39</td>
</tr>
<tr>
<td>24 months</td>
<td>12.59</td>
<td>12.78</td>
<td>13.04</td>
</tr>
<tr>
<td>Classified Help</td>
<td>Dec 4/15</td>
<td>Jun 17/16</td>
<td>Jun 17/17</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>0-12 months</td>
<td>$12.88</td>
<td>$13.07</td>
<td>$13.33</td>
</tr>
<tr>
<td>12 months</td>
<td>13.78</td>
<td>13.99</td>
<td>14.27</td>
</tr>
<tr>
<td>24 months</td>
<td>14.82</td>
<td>15.04</td>
<td>15.34</td>
</tr>
</tbody>
</table>

1% increase  December 4, 2015
1.5% increase June 17, 2016
2% increase  June 17, 2017

$150.00 lump sum for Full-time employee upon ratification
$50.00 lump sum for Part-time employee upon ratification

The Employer shall pay a Lead Hand premium of sixty-five cents ($0.65) per hour.

The Employer shall pay a Counting-In premium of fifteen cents ($0.15) per hour.

12.02 There is to be a five (5) minute grace period for lateness provided a valid and reasonable excuse is given. Chronic abusers of this privilege will be subject to discipline notwithstanding employee’s right to bring the subject up through the grievance procedure.

12.03 Employees will be paid by means of mandatory direct deposit. If electronic paystubs are introduced, the Company will make available to all employees access to print their paystubs.

**ARTICLE 13 - HOURS OF WORK AND OVERTIME**

13.01 The following paragraphs and sections are intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or per week, or of days of work per week. Under normal circumstances, a work week would consist of five (5) work periods totalling forty (40) hours, Monday to Friday. Employer reserves the right to alter work hours and shift scheduling based on volume and/or customer demands.

13.02 During the period of this agreement overtime at the rate of time and one half (1-1/2) the employee’s basic hourly rate shall be paid for a work performed in excess of (8) eight hours per shift.
13.03 Overtime at the rate of time and one-half (1-1/2) an employee's basic hourly rate shall be paid for all work performed on Saturday and two times (2x) the hourly rate shall be paid for all work performed on Sunday, regardless of the number of hours worked by the employee during that week.

13.04 (a) Overtime will be distributed by seniority to full-time employees who work in that Department commencing with those employees currently at work. Should the company need additional help, the overtime will be offered by seniority to those full-time employees in the same classification who have the ability to do the work, then to the rest of the full-time employees in the plant who have the ability to do the work. If the Company's needs are still not met, it will be offered to part-time employees, by seniority, who have the ability to do the work.

In the event that there are insufficient volunteers for overtime, the Company shall have the right to designate any casual help, if none are working then the junior employee(s) will be designated to work the overtime hours.

(b) Unscheduled overtime will not be compulsory and/or shall be agreed upon between both parties.

13.05 A part-time employee's work week may be Tuesday to Saturday or Wednesday to Sunday. In instances where this occurs, part-time employees or full-time employees could voluntarily choose to take this shift at regular rate and Article 13.03 shall not apply.

Part-time employees who choose to work the above would be full-time for that week.

ARTICLE 14 - VACATION WITH PAY

14.01 All employees who have been steadily employed by their Employer for a period of twelve (12) months, prior to July 1st in any year shall be entitled to two (2) weeks' vacation with pay at a time convenient to the Employer and shall receive as vacation pay an amount equivalent to four percent (4%) of such employees earnings during the twelve (12) months immediately preceding July 1st in that year.

14.02 All employees who have been steadily employed by the Employer for a period of five (5) years or more prior to July 1st in any year, shall receive three (3) weeks'
vacation with pay at a time or times convenient to the Employer, and shall receive as vacation pay six (6) percent of the earnings of such employee during the twelve (12) months immediately preceding the 1st of July in such year. An employee entitled to two (2) weeks' vacation shall have the option of taking the two (2) weeks consecutively in the available vacation periods based on seniority.

14.03 All employees who has been steadily employed by the Employer for a period of fourteen (14) years or more prior to July 1st in any year, shall receive four (4) weeks' vacation with pay at a time or times convenient to the Employer, and shall receive as vacation pay eight percent (8%) of the earnings of such employee during the twelve (12) months immediately preceding the 1st of July in each year.

14.04 All employees who has been steadily employed by the Employer for a period of twenty-five (25) years or more prior to July 1st in any year shall receive five (5) weeks' vacation with pay at a time or times convenient to the Employer, and shall receive as vacation pay ten percent (10%) of the earnings of such employee during the twelve (12) months immediately preceding the 1st of July in each year.

14.05 An employee who has ceased to be employed by the Employer before receiving his vacation shall receive vacation with pay in accordance with the provisions of the Employment Standards Act of Ontario.

14.06 The Company will pay an employee his vacation pay for the period of which the vacation is to be taken on the pay day immediately prior to the employee's vacation, provided the employee so requests in writing at least two (2) weeks prior to the said pay day.

14.07 The periods at which an employee shall have vacation in each department shall be based on the selection of the employee according to department seniority. The number of employees entitled to vacation in any period in any department shall be determined by the Employer at its sole discretion. The Employer agrees that such discretion shall not be unreasonably exercised.

Employees will be restricted to two (2) weeks vacation during the months of July and August. If scheduling permits more than two (2) weeks, the additional weeks will be granted by seniority.”

14.08 The Employer shall post available vacation periods by April 1st of each year. Employees will indicate their preference by May 1st and the Employer will post the vacation schedule by May 30th of each year. Employees who fail to provide their preference within these time frames may choose any available open vacation periods on a first come basis and pending approval of the Production Manager.
ARTICLE 15 - SENIORITY

15.01 Provided that in the judgement of the Employer, which judgement shall not be exercised in an arbitrary or unfairly discriminatory manner, the employees affected are of equal skill, competence, efficiency and ability, the last employee hired shall, in the case of layoff, be the first laid off and the last laid off shall be the first rehired.

15.02 In the event of a lay off, if a senior employee wishes to transfer to another job, and the Employer feels that his skill, competence, efficiency and ability are sufficient to justify the transfer, arrangements for such transfer will be made wherever possible.

15.03 Notwithstanding Article 15.14, In promotions, other than appointments to supervisory positions, preference shall be given to those employees having the longest service, provided always that the employees in question are, in the judgement of the Employer, which judgement shall not be exercised in an arbitrary or unfairly discriminatory manner, of equal skill, competence, efficiency and ability.

15.04 All new employees will be subject to a probationary period of ninety (90) days worked or within 180 calendar payroll days and will have no seniority rights during that period. Upon completion of the probationary period, seniority shall date back to the employee’s original date of hire.

Employees promoted from part-time to full-time will be credited with 50% of their part-time seniority to a maximum of one (1) year. This seniority date shall be used for the purposes of placement on the wage grid and calculating vacation entitlement. If an employee has not yet completed probation, they will serve the remainder of their probation as a full-time employee.

Any employee who reverts from part-time to full-time to part-time will retain all seniority.

When an opportunity for a part-time to become full-time occurs, the Company will provide the senior part-time applicant with a two (2) weeks familiarization period. Such period will be used to evaluate the employee and shall not be exercised in an arbitrary or discriminatory manner, of equal skills, competence, efficiency and ability.

15.05 Employees who have been laid off due to lack of work and subsequently re-employed will have their length of service determined by the actual time they have been on the Employer’s payroll, provided such employees return to work when notified and subject to the conditions of Section 15.06 and 15.07 below.
15.06 Any employee who has been off the payroll for a continuous period of twelve (12) months or more will lose any previously acquired seniority and may be rehired only as a new employee, excluding those employees on WSIB, Long Term Disability, or approved leave of absence.

15.07 Any employee who has been laid off, but who still retains his seniority, and who is notified to return to work, will lose his seniority unless he notifies the Employer within five (5) days that he is intending to return to work, and unless he/she returns to work as soon as possible after receiving notice, and in any event within seven (7) days after the mailing or other communication of such notice.

15.08 An employee shall lose his seniority standing, if he voluntarily quits his employment with the Employer, if he is discharged for cause and is not reinstated pursuant to the provisions of Article 8; or if he is absent from work without leave for a period in excess of three (3) consecutive shifts, unless there was reasonable justification for such absence.

15.09 Any employee away from work because of sickness who has properly reported such sickness will not have his service record disturbed unless he is away more than three months, after which time he will not accumulate seniority while absent. Any employee's reinstatement after sick leave will be conditional upon his supplying, when requested, a certificate from a physician that he was ill and is now fully recovered from the sickness which caused his absence. When a certificate is required under this section, the Employer agrees to pay the fee of the medical practitioner issuing the certificate not to exceed the maximum allowable under the Ontario Medical Association fee schedule.

15.10 Seniority as referred to in this Agreement shall mean length of continuous service in the employ of the Employer and shall be on a departmental basis.

15.11 Seniority lists will be revised each six (6) months, a copy of the lists will be posted in the plant and copy given to the Union and unless objected to within seven (7) days, shall be deemed to be conclusive.

15.12 An employee who is promoted to a supervisory or confidential position beyond the scope of this agreement for a period which exceeds six (6) months, shall lose his or her seniority.

15.13 Employees on medical leave of absence will be permitted to return to his/her own job upon return to work.

15.14 The selection of a lead hand is the sole decision of the Company.
15.15 (a) When it is identified that a part-time employee has worked and continues to work forty (40) hours a week for ten (10) consecutive weeks, the Company will post for a full-time position pursuant to the provisions under Article 16.02. The aforementioned will not apply where the part-time employee is replacing employees who are absent due to vacation, illness or disability and/or other authorized leaves of absence.

(b) The above will not apply to seasonal employees or student workers. Seasonal employees may be defined as those hired to work in mat department during seasonal rush periods.”

ARTICLE 16 - GENERAL

16.01 The Union agrees that it will not enter into any collective agreement with any other employer in competition with the Employer on terms more favourable to such employer than those contained in this Agreement.

16.02 In the event of a new position or job vacancy occurring such job(s) shall be posted for a period of seven (7) calendar days with seniority, skill, and ability being the determining factors. If all else is relatively equal seniority shall govern.

16.03 It is understood and agreed that where an employee covered by this Agreement is receiving rates of wages, vacations with pay or paid statutory holidays in excess of those provided for in this Agreement the Employer will not reduce such benefits to such employee through the signing of this Agreement.

16.04 If an employee is injured on the job after he/she has commenced work and is thereby incapacitated from carrying out his/her duties and requires transportation, Management shall arrange and pay for the cost of transporting the employee to and from the Hospital if needed. The Employer shall pay the employee any hours he/she missed from the regularly scheduled shift because of injury on that date if the employee is unable to complete that date’s work as verified by Medical Documentation.

16.05 The Employer will distribute to new employees appropriate written information provided by the Union as to the benefits and duties of Union membership.

16.06 Any employee who is temporarily assigned by the Company to meet the Company’s convenience to fill a vacancy for which the regular rate is less than the rate the employee is receiving, shall retain his/her regular rate for the balance of the assignment. If such assignment is to a job with a higher rate, the employee shall receive the higher rate of pay, for the balance of the assignment. Should the temporary assignment be extended, Article 15.15 could then apply.
16.07 There will be a five (5) minute wash-up period at the end of the shift for counting-in soil handlers. There will be a five (5) minute wash-up period before lunch.

16.08 Wherever the masculine pronoun in this Agreement is used, it shall be considered to include the feminine where the context so requires.

16.09 The Company agrees that notice of lay-offs will be as per the Employment Standards Act.

16.10 All employees shall be entitled to maternity leave or parental leave as provided by the Employment Standards Act in effect at the time.

16.11 Protective Footwear - Upon receipt of proof of payment, the Employer agrees to contribute the sum of one hundred dollars ($100.00) for one (1) pair of safety approved footwear per calendar year to wash floor employees or other employees who are required by the Employer to wear such footwear due to a legitimate health and safety concern.

16.12 Bulletin Boards - The Company agrees to extend to the Union after notification, the use of a bulletin board for the posting of the following notices.
   - Notice of elections - election results - appointment of officers
   - Notice of meetings - time and place
   - Notice of social and recreational activities

   All other notices must be approved and initialled by management before being posted on the bulletin board.

ARTICLE 17 - UNION REPRESENTATION

17.01 The Company and the Union desire, through regular communications between the General Manager of the Company and the Chief Steward of the Union, to deal pro-actively with Collective Agreement related employees issues in the plant, whenever it is reasonably possible to do so.

17.02 The Company agrees to recognize the appointment up to two (2) Union Stewards within a plant. No probationary employee may be appointed. The Company also agrees to grant such stewards time off with pay as may be reasonably necessary to service any grievance or potential grievance.

17.03 (a) The Company agrees that whenever an interview is held with an employee that will result in a formal disciplinary action being taken, a steward will be present as a witness. The employee may request that the steward leave the meeting.
In the event a steward is not present:

In the case of a verbal or written warning, suspension or termination, the condition will be brought to the attention of the employee. The meeting that becomes part of the employee’s record will be postponed until the steward is available.

17.04 The Business Agent of the Union shall be granted access to a plant covered by this Agreement, during regular hours of work, for the purpose of ensuring the terms of the Agreement are implemented, after first receiving permission from the appropriate Management authority with the understanding that there will be no interruption in production. Management’s consent shall not be unreasonably withheld.

17.05 The Company agrees, during the lifetime of this Agreement, to grant time off with pay to two (2) employees from the Ottawa plant and one (1) employee from the Kingston plant for the purpose of collective bargaining with the Company.

17.06 The Union agrees to forward to the Company a listing of plant stewards and their plant and department locations on a half-yearly basis.

17.07 On commencing employment, an employee will be advised by the company that a Union Agreement is in effect and introduced to the Union Steward.

ARTICLE 18 - HEALTH & WELFARE

18.01 (a) In addition to the wages regularly to be paid by the Employer to the employees as provided in this Agreement, the Employer shall contribute to the Ontario UFCW Health & Welfare Fund, the sum equal to two hundred and eleven dollars ($211.00) per month plus applicable Retail Sales Tax, for each employee in service covered by this Agreement, who is on the payroll for services rendered during any regular payroll period, provided that such employee has been employed a minimum of thirty-two (32) hours of any month. Effective first full month following ratification the Company contribution mentioned above shall be increased to two hundred and nineteen dollars ($219.00) per month, plus applicable Retail Sales Tax. Effective June 17, 2016 the Company contribution mentioned above shall be increased to two hundred and twenty-nine dollars ($229.00) per month, plus applicable Retail Sales Tax. Effective June 17, 2017 the Company contribution mentioned above shall be increased to two hundred and forty dollars ($240.00) per month, plus applicable Retail Sales Tax.
(b) The Company will pay premiums for employees for any month during which the employee has performed work for the Company and for three (3) months during a leave due to illness or injury.

18.02 Such contributions shall be paid monthly and shall be used solely for the purpose of providing Health, Welfare and Death benefits and such other benefits as may be afforded to eligible employees in accordance with this Agreement.

18.03 Payments to be made by the Ontario UFCW Health & Welfare Fund by the tenth (10) day of each month. The Employer will complete forms to be furnished by the Union for reporting of "Welfare Contributions" to be forwarded to the Union Health and Welfare Fund.

18.04 All such monies due to the Ontario UFCW Health & Welfare Fund from the Employer herein under the provisions of this Agreement shall be segregated each week by the Employer until monthly remittance is made to the Ontario UFCW Health & Welfare Fund and shall not be co-mingled with the fund of the Employer, but shall be held in trust for the benefit to the Ontario UFCW Health & Welfare Fund.

ARTICLE 19 - PENSION PLAN

19.01 The Company will contribute fifty cents ($0.50) per hour worked to a maximum of 2000 hours per year into a pension fund established by the Union and known as the Ontario U.F.C.W. Pension Plan. The Plan is administered by Benefit Plan Administrators Limited, P.O. Box 3071, Station “A”, Mississauga, Ontario, L5A 3A4.

Effective June 17, 2016 the contribution shall be increased to fifty-five cents ($0.55) per hour worked to a maximum of 2000 hours per years.

Effective June 17, 2017 the contribution shall be increased to sixty cents ($0.60) per hour worked to a maximum of 2000 hours per years.

ARTICLE 20 - BEREAVEMENT LEAVE

20.01 In the event of the death of a member of an employee's immediate family, the employee will be granted a leave of absence and will be reimbursed for time necessarily lost from work up to a maximum of four (4) days. The term "a member of the employee's immediate family" means spouse, child, brother, sister, parent, mother-in-law, father-in-law or grandchildren of the employee. In the event of the death of a grandparent of an employee the employee will be granted a leave of absence with pay up to a maximum of one day subject to the same conditions as above.
ARTICLE 21 - HEALTH AND SAFETY

21.01 The Employer shall make all reasonable provisions for the occupational safety and health of its employees during the hours of their employment. Protective devices on machinery and other devices deemed necessary to properly protect employees from injury shall be provided by the Employer. It is the responsibility of all employees to wear safety equipment which is supplied, to observe safe working practices and to report unsafe conditions to the Employer. All rights and privileges established under the laws of the Province of Ontario in respect to health and safety shall form part of this agreement.

21.02 The Company agrees to grant up to three (3) days of training per year, with pay, for Joint Health and Safety Committee members for the purposes of Company approved Health and Safety training.

ARTICLE 22 - TERMINATION

22.01 This Agreement shall remain in force from the 17th day of June, 2015 until the 16th day of June, 2018 and shall continue in force and effect from year to year thereafter unless notice is given of the proposed revision to this agreement in any year not more than sixty (60) days and not less than thirty (30) days before the date of the termination of this Agreement.

IN WITNESS THEREOF the party of the first part and the party of the second part have caused their proper officers to affix their signatures the day and year first above written.

Signed in Ottawa, Ontario on the 18th day of February, 2016.

CANADIAN LINEN AND UNIFORM SERVICE COMPANY LIMITED (OTTAWA)  

UNITED FOOD & COMMERCIAL WORKERS CANADA, LOCAL 175
LETTER OF UNDERSTANDING

between

CANADIAN LINEN AND UNIFORM SERVICE COMPANY LTD.

and

U.F.C.W. CANADA, LOCAL 175

RE: RATIFICATION BONUS

All those employees who were on payroll as of date of ratification shall receive the equivalent of one day’s pay in each year of this agreement. This payment will be made on the pay period the employee’s birthday would fall on.

Should the Provincial Government institute a new statutory holiday, the employee’s birthday statutory day will be converted to the new statutory holiday.

If the new statutory holiday is declared prior to September 1, the employee will get either or in the year the stat is declared. If declared after September 1, the employee will get both days in the year the statutory holiday is declared.

Signed in Ottawa, Ontario on the 18th day of February, 2016.

CANADIAN LINEN AND UNIFORM SERVICE COMPANY LIMITED (OTTAWA)

UNITED FOOD & COMMERCIAL WORKERS CANADA, LOCAL 175
LETTER OF UNDERSTANDING

between

CANADIAN LINEN AND UNIFORM SERVICE COMPANY LTD.

and

U.F.C.W. CANADA, LOCAL 175

RE: BENEFIT SHOPPING

In respect of the Agreement of the Employer and the Union to arrange for the existing benefits set out in Article 18.01 of the Collective Agreement to be provided through an alternate benefit provider, if determined to be financially feasible, the parties will continue to source out potential benefit plans to this end. Should a superior benefit plan be available that is agreeable to both parties, the Collective Agreement will be modified to reflect the new plan.

The transition between plans will be on the earliest date determined by the Employer and the Union that will allow for a smooth transition to the new arrangement and to the termination of the existing arrangement.

Signed in Ottawa, Ontario on the 18th day of February, 2016.

CANADIAN LINEN AND UNIFORM SERVICE COMPANY LIMITED (OTTAWA)

[Signature]

[Employee Name]

UNITED FOOD & COMMERCIAL WORKERS CANADA, LOCAL 175

[Signature]

[Employee Name]