

AECOM Employee Handbook

A letter from AECOM's Chief Human Resources Officer, Mary Finch

Your expertise and contributions drive our ability to solve our clients' most complex and demanding challenges. Around the world, we are committed to making AECOM a place where all of our employees can reach their full potential. We know that means providing you with the tools you need to be successful every day. One of these resources is our employee handbook, which we have created to guide you in your day-to-day activities as an AECOM employee.

I encourage you to read and become familiar with the updated AECOM handbook as it contains global and local employment policies that will help provide guidance and important information. This handbook replaces all previous handbooks in your region, business or operating group. As AECOM continues to grow, we will review and update this handbook to reflect our evolving business environment.

If you have specific questions about AECOM's policies and procedures that are not covered in this handbook, I encourage you to contact your local HR representative.

Thank you for your commitment to AECOM and for helping us continue to deliver a better world for our clients and communities.



Mary Finch
Chief Human Resources Officer

About the Employee Handbook

As an industry leader, AECOM¹ is driven by an engaged and enabled workforce. The best companies are built from the inside out, and that means drawing from our Values to define who we are, how we act and what we aspire to be. With a focus on ethics and integrity, diversity, elevating our people and communities, simplifying complexity, executing for our clients and reimagining possibilities, our Values are at the core of everything we do:

- Safeguard
- Collaborate
- Inspire
- Anticipate
- Deliver
- Dream

In support of our employees, the AECOM Employee Handbook acts as an important reference tool. This Handbook generally provides the Company's policy statements and describes some of the practices and procedures in effect at AECOM and our affiliates in the U.S. This Handbook is intended to serve as a set of guidelines for workplace expectations. This Handbook replaces any previous manuals or handbooks. It also replaces any previous understanding, practice, policy or representation concerning the subject matter addressed in this Handbook, except, as described below, with regard to employee benefit plans and, for covered employees, collective bargaining agreements. Employees will be held accountable for reading, understanding and complying with all provisions of the Handbook. It describes employee responsibilities and outlines some of the many programs developed by AECOM to benefit our employees.

AECOM respects the laws of the locations in which we conduct business. The policies contained within this Handbook will be interpreted and applied in accordance with applicable federal, provincial and territorial legislation.

The policies described in this Handbook will be interpreted in accordance with AECOM's compliance policies including, but not limited to, the [Code of Conduct](#), the [Ethical Business Conduct Policy](#), and the [Insider Trading Policy](#).

Nothing in this Handbook is intended to restrict employee action or communication, or restrict the exercise of any right protected by or provided for, under applicable federal, provincial or territorial legislation. Employees shall receive any and all minimum rights, benefits and entitlements owing to them by AECOM under the provincial employment standards legislation in the province where the employee works.

Any description of employee benefits included in this Handbook is intended only as a summary or overview. The applicable formal plan document will govern the terms of, and eligibility for, any such benefit. For questions regarding employee benefits, please refer to the applicable plan document. The plan document will control in all cases.

In certain work locations outside the U.S., foreign laws and individual employment agreements may modify the terms and conditions set out in this Handbook and the Company will abide by those laws or employment agreements. AECOM retains all available rights and defences under applicable law, whether or not specifically set forth in this Handbook.

For employees working on customer contracts, including but not limited to governmental authorities, the provisions of this Handbook may be modified to comply with the terms of the contract and applicable laws, e.g., *Service Contract Act*.














No employee handbook can anticipate every circumstance or question about policy. Consistent with any applicable law, AECOM reserves the right to administer and interpret the policies included in this Handbook as the Company deems appropriate and to revise, supplement or rescind any benefit programs, policies, procedures, practices or any portion of the Handbook in its sole and absolute discretion, with or without notice.







Neither this Handbook nor any policy contained in this Handbook commits AECOM to follow any particular procedure in the course of imposing discipline, managing performance or terminating employment. For any questions about the Handbook, please contact Human Resources.

1. AECOM is referred to herein as either "AECOM" or the "Company."

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1. Diverse and Inclusive Workplace

Diversity + Inclusion ²

Vision: We embrace the diversity of every employee through an inclusive and accountable culture.

At AECOM, diversity and inclusion is embedded in our core values and is a key driver of our success. Our innovation is enhanced by being able to draw from a wealth of different backgrounds and experiences, and, we are better able to understand our clients and the communities in which we live and work. Diversity expresses itself in many different ways — including but not limited to, race, sex, pregnancy, age, ancestry, military or veteran status, place of origin, colour, religion, creed, disability, marital status, medical condition, genetic information, family status, national origin, gender, gender identity, gender expression, sexual orientation, citizenship status or any other protected status under federal, provincial or territorial legislation. An inclusive culture is a dynamic, active and intentional environment that increases individual and organizational performance by creating opportunities for all employees to achieve their full potential. With our employees serving clients in more than 150 countries, we recognize that sustaining a diverse and inclusive work environment is critical to our future success.

We believe in fostering an environment free from discrimination and harassment and ensuring equal opportunities in all areas of employment, including recruitment, hiring, training and promotion. We want to ensure that all employment practices are objective and free from bias, are based solely on work criteria and individual merit and meet the broader goals and objectives of the Company. We are committed to working effectively across differences such as gender, culture, generation, race and sexual orientation.

In order to leverage diversity and inclusion as a competitive advantage, it is AECOM's policy to:

- ensure everyone receives equal treatment in all aspects of employment policies and working practices.
- foster an open working environment that is free from discrimination and harassment.
- employ a workforce that reflects the diverse communities in which we operate.
- raise employee awareness by designing and delivering sustainable diversity initiatives.
- act as an employer of choice and influence our industry peers and business partners to adopt similar diversity standards and goals.

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² Icon indicates a global AECOM policy

Employment Equity

AECOM is committed to providing equal employment opportunity, without discrimination, to all employees and qualified applicants for employment without regard to race, sex, pregnancy, age, ancestry, military or veteran status, colour, religion, creed, disability, marital status, medical condition, genetic information, national origin, gender, gender identity, gender expression, sexual orientation, citizenship status or any characteristic protected by applicable federal, provincial and territorial legislation.

Equal employment opportunity applies to all terms, conditions and privileges of employment, including, but not limited to, recruitment, hiring, compensation, training, promotion, demotion, transfer, termination, benefits, temporary layoffs and retirement.

All employees are responsible for maintaining a respectful workplace free of unlawful discrimination, harassment and retaliation.

AECOM further endorses the principles that employment equity means more than treating people in the same way but may also require the implementation of special measures and the accommodation of individual differences.

Any employee who witnesses or observes any form of discrimination, including harassment, related to this policy, is encouraged to report the incident to his or her supervisor, management or to a Human Resources representative. Employees may also use the AECOM Ethics Hotline 1-888-299-9602 or 1-770-613-6332 (outside of the U.S.) or email AECOMethics.hotline@tnwinc.com to report incidents of discriminatory, harassing or retaliatory conduct in the workplace.

Any manager/supervisor who knows of, or thinks he or she knows of, or witnesses a potential violation of this policy, has an added responsibility to act and must notify Human Resources immediately. To the extent possible, all notifications will be maintained with strict confidentiality.

We will take appropriate disciplinary action, up to and including termination of employment for cause and without notice, if: (a) an employee is determined to have violated this policy; (b) an employee files a false complaint or provides false information regarding a complaint; (c) an employee fails to fully cooperate in the investigation of a complaint of alleged discrimination, harassment, retaliation or other noncompliant behaviour; or (d) an employee retaliates against another employee for complaining of harassment or discrimination, or for participating in an investigation related to a complaint of harassment or discrimination.

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Harassment-Free Workplace

AECOM is committed to providing a productive work environment characterized by mutual respect and free from any type of discrimination, including harassment or abusive conduct such as, for example, behaviour of a sexual nature, “bullying” or other intimidating behaviour, threat or assault.

We maintain a strict policy prohibiting harassment, including sexual harassment, in the workplace by any employee or by third parties such as customers, clients, vendors or visitors. Harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a person, or adversely affects the person’s health and safety and may include:

- unwelcome or unsolicited speech, conduct, bullying or action based upon race, sex, pregnancy, age, ancestry, military or veteran status, colour, place of origin, religion, creed, disability, marital status, medical condition, genetic information, national origin, gender, gender identity, gender expression, sexual orientation, citizenship status, source of income, family status or any characteristic protected by applicable federal, provincial or territorial legislation, and
- a sexual solicitation or advance,

but excludes any reasonable conduct of an employer or supervisor in respect of the management of employees or a work site.

Sexual Harassment

Sexual harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment is known or ought reasonable to be known to be unwelcome, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Sexual harassment can be in the form of: unwanted sexual solicitations or advances; requests for sexual favours; or visual, verbal, or physical conduct of a sexual nature, including when:

- submission to such conduct is made a term or condition of employment.
- submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual.
- such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile or offensive work environment.

The following are examples of conduct that is prohibited by AECOM’s policy against sexual harassment:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favours
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct, such as leering, sexual gestures and displaying sexually suggestive objects, pictures, cartoons, calendars or posters
- Verbal conduct, such as making or using derogatory comments, epithets, slurs, sexually explicit jokes or comments about an employee’s body or dress in a sexual context or with sexual overtones
- Verbal sexual advances or propositions

- Verbal abuse of a sexual nature, graphic and/or excessive verbal commentaries about an individual's sexual experiences or activities
- Written communication of a sexual nature, such as suggestive or obscene letters, emails and notes
- Accessing sexually explicit, pornographic and/or socially offensive websites, chat rooms or other material on the internet or via Company resources
- Physical conduct such as unwanted or suggestive touching, assault or impeding or blocking movement
- Requiring submission to such conduct as a term or condition of employment.
- Requiring submission to, or rejection of, such conduct as a basis for employment decisions affecting the individual
- Conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment

Workplace Harassment

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action that is severe or pervasive enough to create a work environment that a person knows or ought reasonably to know will or would cause offense or humiliation to a person, be considered intimidating, hostile or abusive or adversely affect the person's health and safety and includes conduct, comment, bullying or action based on a protected characteristic including, but not limited to race, sex, pregnancy, age, ancestry, place or origin, colour, religion, creed, disability, marital status, medical condition, genetic information, national origin, gender, gender identity, gender expression, sexual orientation, citizenship status, source of income, family status or any characteristic protected by applicable provincial, federal or territorial legislation. Workplace harassment may include, but is not limited to:

- Offensive jokes, slurs, epithets or name calling
- Physical assaults or threats, intimidation, ridicule or mockery
- Insults or put-downs
- Offensive objects, images, graffiti or written material
- Emails, instant messages, or other written communications containing offensive jokes, slurs or images
- Offensive graffiti created at a worksite or office location is a form of workplace harassment. Workplace graffiti, created on or off Company time, not only defaces Company property, but also constitutes an unauthorized use of Company time, property and materials, and will not be tolerated.

Workplace harassment does not include any reasonable action taken by management related to management of employees (including employee performance).

All employees are responsible for maintaining a respectful workplace free of harassment, discrimination and any other type of offensive or intimidating conduct. We strongly encourage the prompt reporting of all incidents of discrimination or harassment. An employee who believes he or she is being harassed, has witnessed harassment, or has been discriminated against in any way, should inform a supervisor or Human Resources representative immediately. Employees may also use AECOM Ethics Hotline 1-888-299-9602 or 1-770-613-6332 (outside of the U.S.) or email AECOMethics.hotline@tnwinc.com to report incidents of discriminatory, harassing or retaliatory conduct in the workplace or any other violation of Company policies.

Any manager/supervisor who knows of, or thinks he or she knows of, or witnesses a potential violation of this policy, has an added responsibility to act and must notify Human Resources immediately. Management will take action, as appropriate, to address any violations of the law or Company policies, regardless of the manner in which AECOM becomes aware of the improper conduct.

The Human Resources Department is responsible for conducting a prompt, thorough, and objective investigation of concerns/complaints. Information obtained about an incident or complaint will not be disclosed unless the disclosure is necessary for the purpose of the investigation or corrective action, or is required by law. The Human Resources Department is responsible for informing the appropriate management of the findings of an investigation to assist in determining any necessary action to prevent harassment or discrimination.

Resolution of an investigation will be communicated by Human Resources in writing, as appropriate to the employee who filed the complaint, as well as to the employee accused of the harassing behaviour.

AECOM will take appropriate disciplinary action, up to and including termination of employment for cause, if: (a) an employee is determined to have violated this policy; (b) an employee files a false complaint or provides false information regarding a complaint; (c) an employee fails to fully cooperate in the investigation of a complaint of alleged discrimination, harassment, retaliation or other noncompliant behaviour; or (d) an employee retaliates against another employee for complaining of harassment or discrimination, or participating in an investigation related to a complaint of harassment or discrimination.

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Providing Services to People with Disabilities

AECOM is committed to providing its goods and services in a way that respects the dignity and independence of people with disabilities. We are also committed to giving people with disabilities the same opportunity to access our services and allowing them to benefit from the same services as other customers.

AECOM will provide training to all employees who may deal with the public or other third parties in Ontario, and all those who are involved in the development or approval of customer service policies, practices and procedures. All AECOM employees who are based in Ontario will receive this training. New staff members will be required to take the training as part of the orientation process.

To access the full policy, please click [here](#).

This policy has been adopted by AECOM in Canada for the purpose of compliance with the *Accessibility for Ontarians with Disabilities Act, 2005* and Ontario Regulation 429/07.

Feedback regarding the way AECOM provides services to people with disabilities can be made by sending an e-mail to Region Counsel. Customers can expect to hear back within 15 days of AECOM's receipt of the feedback. Any complaints will be addressed promptly.

Modification to This or Other Policies

We are committed to developing customer service policies that respect and promote the dignity and independence of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on people with disabilities. Any policy of AECOM that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

Questions about This Policy

This policy exists to provide service excellence to customers with disabilities. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation should be provided by, or referred to, Region Counsel.

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Non-Retaliation

AECOM is committed to providing and maintaining a productive work environment that is characterized by mutual respect and is free from any type of retaliation.

We believe that every employee should be free to ask questions, raise concerns and make complaints about treatment the employee believes is improper, illegal, unfair, unethical, retaliatory, harassing or discriminatory. Consistent with this commitment, AECOM will not tolerate discrimination, harassment or retaliation against individuals who engage in Protected Activity. Protected Activity includes: (a) a good faith opposition to a practice believed to be unlawful discrimination as long as that opposition is based on a reasonable, good-faith belief and the manner of that opposition is reasonable; (b) the filing of a complaint in good faith, whether filed internally or with a government agency, alleging unlawful discrimination or harassment or retaliation or other violations of Company policies; (c) good faith participation in an employment discrimination investigation or proceeding, even if the proceeding involved claims that were found to be invalid; (d) requesting a reasonable accommodation based on religion or disability; and (e) the exercise of any legally protected right or any other applicable law. Acting in “good faith” means that an employee comes forward with all of the information he or she has and believes it to be a sincere and complete report. Individuals who have a close association with someone who has engaged in such Protected Activity are protected under this policy.

Retaliation includes taking adverse employment action against an individual, such as refusal to hire, termination of employment, denial of promotion, demotion, unjustified disciplinary action or otherwise harassing or discriminating against an individual who has engaged in Protected Activity.

An employee who has been treated in a manner not in accordance with this policy should inform his or her supervisor or Human Resources immediately. Employees may also use AECOM Ethics Hotline 1-888-299-9602 or 1-770-613-6332 (outside of the U.S.) or email AECOMethics.hotline@twinc.com to report incidents of discriminatory, harassing or retaliatory conduct in the workplace or any other violation of Company policies.

Any manager/supervisor who knows of, or thinks he or she knows of, or witnesses a potential violation of this policy, has an added responsibility to act and must notify Human Resources immediately.

AECOM will take appropriate disciplinary action, up to and including termination of employment for cause, if: (a) an employee is determined to have violated this policy; (b) an employee files a false complaint or provides false information regarding a complaint; (c) an employee fails to fully cooperate in the investigation of a complaint of alleged discrimination, harassment, retaliation or other non-compliant behaviour; or (d) an employee retaliates against another employee for engaging in Protected Activity.

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Violence-Free Workplace

We are committed to maintaining a professional and safe workplace. The workplace is defined as any time or place when on Company business, at a Company-sponsored event, or if employee conduct has an impact on the Company or another employee, regardless of where the conduct occurs.

AECOM defines workplace violence as any words, actions or behaviours that are disruptive, intimidating, aggressive, hostile or emotionally abusive, generate anxiety, or create a climate of distrust and fear if those activities relate to or occur at work. Workplace violence means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes any communicated threats (verbal or physical) or threatening behaviour, bullying, stalking, domestic violence, sexual violence, all forms of harassment, overt acts of violence causing physical injury and words or actions indicating that an employee might harm him or herself or others. Additionally, workplace violence includes the destruction of, attempted destruction of, or threats to destroy AECOM and/or client property or personal property of others.

AECOM policy requires an immediate response to all reports of violence. It is the responsibility of all employees to report all threatening behaviour, or any disturbing circumstance that may raise a concern for safety, as soon as possible. Employees are responsible for reporting this information regardless of the relationship between the individual who initiated the threat or threatening behaviour and the person(s) threatened. Such reports should be made to the employee's direct supervisor/manager and Human Resources. In the event of an emergency, employees should call the appropriate Country emergency number (in Canada call 9-1-1). Employees can also report incidents or concerns by contacting the Employee Incident Reporting and Assistance Hotline at 1-800-348-5046, or contact the Ethics Hotline at 1-888-299-9602 or 1-770-613-6332 (outside of the U.S.), or email AECOMethics.hotline@tnwinc.com. Violations of this policy can lead to disciplinary action up to and including termination of employment for cause. Where management, in its sole discretion, determines it appropriate, the Company will refer such matters to law enforcement authorities.

The Employee and Family Assistance Program, available to all AECOM employees, their immediate families, and those living in in their household by calling 1-800-497-9096, provides counselling to those who have experienced threats or acts of violence.

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Employee Concerns and Complaints

AECOM believes that every employee should be free to ask questions, raise concerns and make complaints about violations of law or of Company policy, including treatment the employee believes is improper, illegal, unfair, unethical, unsafe, retaliatory, harassing or discriminatory. This belief holds true without regard to whether the conduct complained about arises from another AECOM employee, a customer, a consultant, a subcontractor, or other third parties. AECOM's [Code of Conduct](#) and policies also strictly prohibit retaliation against anyone who makes a good faith report of a possible violation or who participates in an investigation into possible wrongdoing.

Reporting a Concern/Complaint

Employees are strongly encouraged to promptly report all incidents or suspicions of illegal behaviour or other violations of Company policy. If an employee is concerned that he or she or someone else is being subjected to, or that someone else is engaged in, illegal, improper, unfair or unethical behaviour, the employee should inform his or her supervisor or someone in management, Human Resources, the Legal Department, or the Ethics and Compliance office immediately. Employees may also use AECOM Ethics Hotline 1-888-299-9602 or 1-770-613-6332 (outside of the U.S.) or email AECOMethics.hotline@tnwinc.com to report incidents of illegal discriminatory, harassing or retaliatory conduct in the workplace. Local hotline numbers for countries outside of the U.S. and Canada can be found on Ethics Hotline posters in AECOM facilities or on the Ethics and Compliance [webpage](#) on the Company intranet.

Any manager/supervisor who knows of, or thinks he or she knows of, or witnesses retaliation for reports filed by an employee or efforts to interfere with employees' freedom to raise concerns and/or lodge complaints has an immediate responsibility to act and notify Human Resources, AECOM's Legal Department, or AECOM's Ethics and Compliance office as soon as possible.

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2. Workplace Fundamentals

Drug-Free Workplace

AECOM is committed to providing a safe and healthy workplace for all employees. Consistent with this commitment it is our policy to maintain a drug-free workplace.

Key Provisions

AECOM policy prohibits employees from being under the influence of alcohol or drugs, including the improper use or abuse of prescription or “over-the-counter” medications, in any way that could diminish, or raise questions concerning, an employee’s ability to perform at his or her best while performing services for, or on behalf of, AECOM. Employees who are under the influence of alcohol, cannabis or any other drug have the potential for interfering with their own, and their co-workers’, safe and efficient job performance.

Compliance with this policy is considered a condition of employment.

This policy also prohibits the use, sale, possession, manufacturing and/or distribution of drugs, and/or other controlled substances in the workplace or while on Company business off premises, other than the permitted use or possession of prescription or “over-the-counter” medications in a way that does not diminish an employee’s ability to perform his or her employment duties. Any illegal substances discovered in the workplace will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Violations of this policy will be considered to be gross and willful misconduct and will result in disciplinary action, up to and including, termination for cause.

Company-Sponsored Events

It is understood that employees may at times attend Company-sponsored events where alcohol is served. While consuming alcohol on such occasions is not prohibited, employees are expected to exercise proper judgment and must observe professional, legal and common-sense guidelines at all times. All other AECOM policies continue to apply during such events.

Prior approval from management and Human Resources is required for any on-site or off-site AECOM-sponsored event where alcohol is served. In addition, such events must comply with the following conditions:

- Participation should not be made mandatory.
- Employees should not be expected to return to work after attending the event.
- Transportation arrangements will be provided for employees who need such assistance.

Testing for Drugs and Alcohol

Under the following circumstances drug and/or alcohol testing may be necessary, including potentially on a random basis:

- If an employee is in a safety-sensitive position, subject to applicable legislation, human rights, and privacy requirements. Under these limited circumstances, the employee may also be subjected to a pre-employment medical or drug screening, where reasonable and appropriate, and subject to applicable legislation, human rights and privacy requirements.
- If any employee, on AECOM or client premises during working hours, is reasonably suspected of being under the influence of drugs or alcohol.
- If any employee is directly involved in an accident or near-miss incident where the employer or client has a reasonable belief that the employee’s mental state may have been a contributing factor to the accident or near-miss.

- For any employee who returns to work following drug and/or alcohol treatment or counselling.
- If a client requests an AECOM employee to submit to drug and/or alcohol testing whether as a requirement for access to a client's site, or random testing, or another form of testing, subject to applicable legislation, human rights, and privacy requirements.

Testing Procedures

Human Resources must be notified of all testing requests and any such testing will be in accordance with and subject to applicable legislation, human rights, and privacy requirements, and carried out for AECOM by an external accredited testing laboratory.

All test results will be safeguarded as Personal Information by the testing company and AECOM may be advised only of the employee's pass or fail of the test.

A failure of the test or refusal by the employee to participate in the testing may result in the employee not being allowed onto the client's site or facility or being assigned to another project. A failure may also result in the employee being required to enrol in, and successfully complete, an appropriate treatment program.

Prevention, Assistance and Voluntary Disclosure

Before a violation of this Policy occurs, employees are expected to:

- seek assistance from a medical professional for substance use disorders, including by advising the medical professional of the nature of their job requirements;
- report to their supervisor if a substance use disorder may affect their ability to perform their job safely;
- comply with any prescribed treatment program; and
- comply with any modified duties and/or recommended course of action to minimize safety risk.

Employees who take the initiative to advise their manager or Human Resources in advance of a medical problem with regard to alcohol, drug or other substance use, and demonstrate a commitment to taking the necessary remedial action, may be eligible for a medical leave of absence for such purpose. Employees will be eligible to return to work after complying with any prescribed treatment program within a reasonable period of time.

Seeking assistance in accordance with this Policy will not, on its own, be used as a basis for workplace discipline. Voluntary disclosure of a substance use disorder does not, however, eliminate employees' obligations to achieve safe and acceptable performance levels and to comply with this Policy. Employees cannot avoid disciplinary action after a violation of this Policy (such as a positive drug test) by requesting assistance with a substance use disorder or disclosing that they are already involved in a treatment program.

Drug or Alcohol-Related Conviction

An employee who has been convicted of a felony under a criminal drug statute for a violation occurring on Company property or during the employee's working hours must notify Human Resources no later than five (5) calendar days after the felony conviction becomes final under the law.

An employee whose position with AECOM requires driving as part of his or her work may be removed from such positions and/or be subject to termination if found to have been driving under the influence of alcohol or controlled substances whether on or off-duty. AECOM requires employees who have lost their license and whose positions with AECOM require driving as part of their work, to notify their supervisor prior to start of the following work day.

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Immigration Law Compliance

AECOM is committed to full compliance with immigration laws in those jurisdictions where we operate. Each employee must provide satisfactory evidence of his or her identity and legal authority to work as required by applicable law. This verification must be completed in the period of time required in each particular jurisdiction. All offers of employment and continued employment are conditioned on furnishing satisfactory evidence of identity and legal authority to work.

AECOM may cover the costs associated with required visa and/or work permit application preparation and processing for the employee, and where necessary the spouse. Costs associated with obtaining permanent residency status will be the responsibility of the employee.

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Safety, Health and Environment

AECOM employees are responsible for understanding, promoting and adhering to all established safety, health and environmental policies, standards, legislation, rules and orders that are applicable to our work environment and activities. As an employer, AECOM is responsible for providing employees with the proper training, supervision, materials and equipment so that all assigned work can be performed in a manner that supports safety and the health of our employees and our environment.

Employees must immediately communicate any safety, health or environmental concern related to their activities to their immediate supervisor and to the appropriate [Safety, Health and Environment](#) department contact. Additionally, any potential work-related injury and/or illness, no matter how insignificant it may appear, must also be immediately reported to a supervisor and to the Incident Reporting Line at 1-800-348-5046. AECOM will evaluate employee concerns and incidents in a timely manner and will put in place any necessary corrective actions to address the concerns and/or remove identified unsafe conditions. All investigation results and corrective actions taken will be appropriately communicated to affected personnel.

For specific guidance on Safety, Health and Environment policies, programs and procedures, please contact a supervisor or responsible safety manager.

Smoking

Consistent with the desire to create and maintain a safe and healthy work environment, AECOM has implemented a no-tobacco policy that prohibits smoking or other tobacco use inside all of our facilities. This policy also prohibits the use of electronic cigarettes or other “vapor” products. For the purpose of this policy, facilities include buildings, Company-provided vehicles, project sites, and Company-provided or supported temporary housing. All occupants in such facilities are required to comply with this policy.

Employees who smoke in designated areas outside of Company facilities are responsible for limiting time spent away from the workplace and ensuring that break time is not abused.

Driving and Cell Phone Use

AECOM advocates safe and responsible driving habits. This includes not only adherence to traffic laws, speed limits and use of seat belts, but also to limiting distractions while operating a motor vehicle. The use of cell phones (including hands-free) and other hand-held electronic devices is prohibited while operating a Company-provided vehicle and the use of such devices is prohibited for transacting Company business while operating a personal motor vehicle.

Personal Protective Equipment

AECOM is required to provide employees with the Personal Protective Equipment (PPE) that they need to work safely. For more information about PPE, employees should speak to their manager, local SH&E Committee Chair or [S3NA-208-PR1 Personal Protective Equipment](#) on the AECOM intranet.

Where an employee works in a role that requires safety footwear, AECOM will provide reimbursement for the purchase of the safety footwear up to \$200 initially and annually, as and if needed due to wear.

Where safety glasses are required in the employee’s ongoing role and the employee wears prescription glasses, AECOM will provide a reimbursement up to \$150 for the purchase of prescription safety glasses.

Claims for reimbursement for approved PPE can be submitted through the normal expense claim procedure.

Please [click here](#) for additional information related to AECOM’s Safety, Health & Environment program.

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Time Reporting

AECOM functions as a time chargeable business. It is therefore important that all employees accurately record their labour hours and costs to all engagements and contracts and meet audit requirements. Mischarging time is a serious offense that can subject AECOM and the responsible individual to criminal and civil liability. If an employee is directed to charge time in a manner other than in accordance with this policy, it is the employee's responsibility to inform Human Resources or internal Legal Counsel immediately. Falsification of a timesheet is grounds for disciplinary action, up to and including termination of employment for cause.

Timesheets

AECOM requires that employees track their hours worked throughout the workweek and then submit a completed and signed/electronically approved timesheet on a weekly basis. Employees and their immediate manager must sign or electronically approve the timesheet and it is the employee's responsibility to ensure that the hours reported are correct. Timesheets must be prepared daily and submitted and approved by Thursday or Friday of each week, as directed by the local geography.

Time Charging

Employees are also responsible for personally completing their own timesheet, or having it completed by a designee, except in the limited circumstances of an emergency absence or if they do not have access to the electronic timesheet system due to being on a remote project site location. All time (i.e., time spent on projects, administration, short-term disability, leave, etc.) must be charged to the appropriate charge numbers.

Integrity in Time Reporting

It is a violation of the Company's policy for any employee to falsify a timesheet, or to alter another employee's timesheet. It is also a violation of our policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's timesheet to under or over report hours worked.

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Employee Pay

Merit Increases

AECOM strives to properly compensate employees for their skills and contribution to AECOM. Eligible employees will be considered for an annual merit increase, the granting and amount of which is at the sole discretion of AECOM. Any such merit increase would be effective on or around January of each year. If an employee commences employment prior to the end of the calendar year, they may be eligible to be considered for a pro-rated merit increase for the merit period immediately following their date of hire.

Overtime

AECOM endeavours to promote a work/life balance for all employees and it is the intent that employees' schedules will be arranged so that their work may be carried out during regular working hours. However, business needs may result in overtime being required. All overtime must be pre-approved in writing by the employee's manager, as well as project manager if applicable.

In some instances, employees not typically eligible for overtime compensation may be eligible for payment of overtime hours. All such compensation will require pre-approval as specified on the Request to Pay Overtime form. Payment of such compensation will be at straight time unless chargeable to a project.

To request payment for overtime hours, please complete the [Request to Pay Overtime Hours](#) form.

On-Call Employees

Those on-call employees who are not in overtime-eligible roles will be paid overtime at straight time for all hours worked. All overtime must be pre-approved by the employee's manager, as well as project manager if applicable.

Payment of Overtime Hours

All approved overtime hours worked will be paid at the next pay period and will be paid in keeping with applicable provincial employment laws. For some employees working in remote locations, overtime may be paid after 50-55 hours, in keeping with applicable employment laws. Any overtime hours worked must be approved in writing in advance by the manager, as well as project manager if applicable.

Payment of Overtime Rates by Province	
Alberta	Time and a half after 8 hours per day or 44 hours per week
British Columbia	Time and a half after 8 hours per day or 40 hours per week; and double time pay after 12 hours per day
Manitoba	Time and a half after 8 hours per day or 40 hours per week
New Brunswick	Time and a half after 44 hours per week
Newfoundland	Time and a half after 40 hours per week
NWT, Nunavut	Time and a half after 8 hours per day or 40 hours per week
Nova Scotia	Time and a half after 48 hours per week
Ontario	Time and a half after 44 hours per week
Prince Edward Island	Time and a half after 48 hours per week
Quebec	Time and a half after 40 hours per week
Saskatchewan	Time and a half after 8 hours per day or 40 hours per week
Yukon	Time and a half after 8 hours per day or 40 hours per week

Banked Time

Banked time is for Regular full-time and Regular part-time employees who are in a seasonal/field type role and work extended hours during certain months but cannot work due to inclement weather in slower field work seasons. These employees will be eligible to bank their overtime hours to take time off work with pay during the slower months. Banked time must be pre-approved by business line leadership and Human Resources and employees must execute a Banked Time/Overtime Agreement in order to bank their overtime hours.

Banked time will be banked and paid at the same rate at which it was accrued, or as required by the applicable employment standards legislation in the province where the employee works. For Alberta employees only, banked time will be banked at a rate of 1.5 banked hours for each overtime hour worked.

During any non-working months these employees are required to submit timesheets indicating the banked time used.

If all banked time has been exhausted prior to returning to work, employees must speak to their manager to discuss alternative options (i.e., unpaid Leave of Absence or temporary layoff).

Banked time is not intended for employees who are predominately in the office and may experience a slowdown of work in between projects, or who are able to work in the office during the slow field season.

Banked time should be used prior to a temporary layoff or leave of absence taken.

If an employee resigns from AECOM they may not use their accrued banked time hours during the notice period. If an employee leaves AECOM, they will be paid their unused accrued banked hours on their final pay.

For the definition of employees working on a seasonal basis please refer to the Employment Status section of this handbook.

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Confidentiality and Non-Disclosure

Certain non-public confidential business information and trade secrets will be made available to employees during the course of employment. Confidential Information is further classified as “Restricted” or “Highly Restricted” in AECOM’s policies and procedures which can be found on the Company intranet. Such Confidential Information includes, but is not limited to, (a) research, development, marketing, business plans, budgets, licenses, cost data, contracts, pricing information, clients and client lists, and Intellectual Property; (b) the identity and skills of current and former employees, contractors and consultants; (c) policies and procedures of AECOM; (d) specialized training; (e) confidential information received from clients and other third parties; (f) technical data not generally made available to the public; and (g) designs and information relating to inventions, trade secrets and other propriety information (collectively, “Confidential Information”).

It is an employee's duty to abide by the following:

- All Confidential Information shall be kept in strict confidence and shall not be used in any way other than in connection with duties of the employee.
- Without prior written consent of management, employees will not disclose any Confidential Information to any other person, firm or corporation except to employees of AECOM who are similarly bound and (a) require such Information to perform their duties or (b) such disclosure is consistent with the legally-protected rights of employees.
- All Confidential Information shall remain the property of AECOM or its clients and shall be deemed loaned to employees solely to allow them to perform their duties, or to exercise their legally-protected rights, as an employee of AECOM.
- Nothing contained in this discussion of Confidential Information is intended to interfere with the rights provided to employees to communicate with others regarding the terms and conditions of employment. AECOM excludes information related to the terms and conditions of employment from inclusion within the definition of Confidential Information.

In the event of employment termination for any reason, the terminated employee shall on his or her last day of employment 1) return any and all originals, copies, and/or derivative works of any Confidential Information in any physical or electronic format in his or her possession, and 2) thereafter continue to preserve the confidentiality of such information as required by the AECOM Code of Conduct.

Employees are prohibited from improperly using or disclosing confidential business information or trade secrets — whether it belongs to AECOM, a client or a third-party.

Employees are prohibited from bringing onto Company premises any non-public document or confidential or proprietary information belonging to a former or concurrent employer, person or entity unless consented to in writing by such employer, person or entity.

Further instructions for handling Confidential (or Restricted and Highly Restricted information) can be found in AECOM’s [Information Classification Policy](#) and [Information Classification Standard and Controls](#) documents.

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Intellectual Property

Intellectual Property refers to and is defined as any invention, concept, discovery, improvement, copyrightable work, trademark, trade secret and licensable know-how and related rights. Intellectual Property includes, but is not limited to, business, personnel, customer or supplier records; technical specifications; drawings; sketches; designs; models; samples; tools; databases; software; source/object code; architectural and engineering renderings and other related information.

Intellectual property may exist in oral, written or electronic form, may be raw or derived, and may be in the form of text, multimedia, computer programs, spreadsheets, formatted fields in records or forms within files, databases, graphics, digital images, video and audio recordings, live video or audio broadcasts, performances, prototypes two or three-dimensional works of art, musical compositions, executions of processes, emulations, demonstrations, film, film strips, slides, charts, transparencies or other visual/aural aids.

Ownership

As an AECOM employee, any Intellectual Property which employees may: (a) develop during working hours or (b) develop using AECOM equipment, supplies, facilities, Confidential Information or trade secrets, is hereby assigned by the employee to AECOM and shall belong solely to AECOM. AECOM employees hereby also assign rights to all Intellectual Property developed entirely on an employee's own time to AECOM if the Intellectual Property so developed relates, at the time of conception, development or reduction to practice, to the Company's business or to actual or demonstrably anticipated research or development of the Company.

Inventions, Patent Applications and Patents

During the course of employment with AECOM, employees shall disclose all Intellectual Property including inventions, concepts, and discoveries ("Inventions") promptly to the project manager or in-house Counsel. If requested by AECOM, the employee agrees to confirm his or her assignment of Intellectual Property to AECOM and agrees not to disclose the same to others, except as required by their employment, without the consent of AECOM. However, nothing in this policy is intended to require assignment of any Intellectual Property if no equipment, supplies, facilities, trade secrets or proprietary information of AECOM were used; if the Intellectual Property was developed entirely on the employee's own time; and if in AECOM's opinion, the Intellectual Property does not relate to the business of AECOM and the Intellectual Property does not result from any work performed by the employee for AECOM.

Securing Protection

Employees shall cooperate with AECOM in securing, confirming and protecting its Intellectual Property and Inventions, including: (a) executing documents AECOM deems, in its sole discretion, necessary to obtain such protection, including, without limitation, assignments, licenses, conveyances, agreements, applications, and other relevant documents; (b) cooperating with AECOM in obtaining patent, copyright or other suitable legal protection; and, (c) cooperating in legal actions taken to protect AECOM's Intellectual Property including, but not limited to, infringement actions.

Publications and Presentations

In addition to these requirements, in the event any employee desires to either publish or present any topic related in any way to Intellectual Property, the employee must obtain the prior written consent of in-house Counsel. However, prior written consent is not needed when such publication and/or presentation is made pursuant to obligations AECOM may have with its clients or other third parties.

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Public Release of Information

AECOM and its clients consider all information and services relating to its projects and business operations as Confidential Information. Employees must observe discretion in dealing with such information.

Project Information

Project information shall not be openly discussed outside the office nor shall any article be published that is not in accordance with professional publications and Intellectual Property policies. Articles which reference specific projects require the written consent of the applicable client, unless otherwise authorized by the project contract. All confidential and proprietary information will be kept in strict confidence and will not be used to an employee's personal benefit or in any way other than in connection with an employee's duties.

Federal Government Projects

Federal government projects may require special security clearances and/or other security measures for safeguarding Confidential Information. Employees involved in such federal government projects shall protect information as directed by the designated Security Officer for the contract/project. All employees, whether directly or indirectly engaged, who are working on a sensitive project should refrain from discussing the project with anyone not involved with the assignment. The employee is also responsible for keeping all information furnished by the federal government in the strictest confidence. The employee is not permitted to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form, nor authorize or permit others to do so. The employee shall take such reasonable measures necessary to restrict access to the information while in the employee's possession.

News Media Inquiries

Only those individuals designated as a Company spokesperson may make statements on behalf of AECOM. If any member of the media contacts an employee for any reason, he or she must refer the inquiry to Corporate Communications. For additional guidance, refer to the [External Communications Policy](#).

Please [click here](#) for more information on External Communications.

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Background Checks

To ensure job related information presented by candidates is independently verified, AECOM will conduct a background check upon the candidate's signed acceptance of the offer letter. Employment offers for these positions are contingent upon successful background and employment reference checks. Candidate refers to any internal employee or external candidate considered for employment, transfer, promotion or reassignment.

This policy applies to external and internal candidates whom AECOM intends to offer employment, transfer, promotion or, reassignment at career level 4 and above and for all positions in sensitive areas including Accounting, Finance, Legal, Human Resources, Information Technology and AECOM Corporate.

Employment, transfer, promotion or reassignment offers for these positions are contingent upon successful completion of the background check. Candidates, who have previously had a background check when hired by a legacy company shall still be subject to compliance with this policy and will need to undergo a new background screening in accordance with this policy. This policy will be applied as needed based on client contract requirements.

Members of the HR People Services team will be responsible for the administration of this policy. HR Directors will have responsibility for ensuring the background check results are utilized in a legal, ethical and consistent manner for employment decisions.

Background checks will be conducted by a third-party vendor selected by AECOM.

The following information will be checked by the third-party vendor as part of the background check:

- Verification of previous employment
- Validity of Diploma, Accreditation, Professional Association
- National Criminal Record
- Verification of credit history – if applicable to the position

HR Compliance will conduct routine audits of background check process to ensure accuracy and compliance with federal and provincial legislation. Exceptions will be brought to the attention of the appropriate HR Director.

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Employee Privacy

AECOM respects and upholds each employee's right to the privacy and protection of personal information. AECOM's [Global Employee Privacy Notice](#) describes, in full, the collection, use, and protection of the personal data employees provide to AECOM as part of their employment. AECOM is committed to ensuring compliance, in all material respects, with any applicable Canadian federal, provincial and territorial legislation relating to privacy or data protection including, without limitation, the Personal Information Protection Act S.B.C. 2003, c. - 63, the Personal Information Protection Act S.A.2003 c. P-6.5, and the Act Respecting the Protection of Personal Information in the Private Sector, R.S.Q. c P-39.1.

AECOM's [End User Acceptable Use Policy](#) describes, in full, the requirements for ownership and access to AECOM's Electronic Communications Systems, including but not limited to email, messaging, telephone systems, internet use, storage systems, all computer hardware and software and supporting services. In addition, specific privacy practices may be adopted to address geographic-specific privacy. Questions about employee data privacy can be directed to privacyquestions@aecom.com or to the AECOM Canada [Privacy Officer](#).

The information collected by AECOM about employees and others working on behalf of AECOM varies based on the requirements of a particular job position or salary grade, what is appropriate to evaluate and compensate employees in an applicable jurisdiction, and what may be required to adhere to applicable employment law or other applicable laws, to ensure the quality of our products and services, and provide a safe workplace for our employees.

Category	Examples of Personal Information
General Employment Information	Name, address, age, date of birth, gender, contact information, drivers' license and automobile license numbers, social insurance number, marital status, Curriculum Vitae, resumes, information on family members such as name and ages of spouse, partners and/or children.
Work Record Information	Training records, timesheets, performance appraisals, vacation and sick time, accident records, disciplinary reports, information about employee use of company resources.
Remuneration and Benefits	Salary, salary grade, bank account numbers, job title, health benefits information and benefit numbers.
Sensitive or Potentially Sensitive Information	Trade union membership, race/ethnicity, health information, credit reports, background checks, reference checks, citizenship/immigration information, and bank account numbers.

AECOM processes Personal Information to manage business operations, provide benefits and services to employees, and for other lawful human resources, business and safety and security purposes. AECOM may need to collect Sensitive Personal Information. Where required under applicable local law, such Personal Information will only be processed with the employee's consent. Where required by applicable local law, consent to transfers or uses of Sensitive Personal Information will be opt-in.

Disclosures of Personal Information include the following:

- **Affiliates:**
AECOM entities share information among AECOM subsidiaries and affiliates for the purposes described in this Privacy Notice where consistent with applicable legal requirements.
- **Third Party Agents and Contractors:**
At times, AECOM entities may decide to share Personal Information to selected affiliated or third-party agents and contractors to perform services on their behalf.
- **Other Third Parties:**
AECOM entities disclose certain Personal Information to other third parties: (1) where required by law or legal process (e.g., to tax and social security authorities); (2) where AECOM

determines it is lawful and appropriate to perform under an employment or labour agreement or otherwise consistent with the nature of the employment or other relationship; (3) to protect AECOM's legal rights (e.g., to defend a litigation suit or pursuant to a government investigation or inquiry) or to protect Company employees, resources, and workplaces; or (4) in an emergency where the health or security of an employee or other person or entity is at stake.

AECOM may disclose Personal Information to entities located in the United States and other jurisdictions in order to meet our business and legal requirements. The applicable legal protections in such jurisdictions may not be the same as those afforded in the employee's own jurisdiction. AECOM may be required to disclose Personal Information in response to lawful requests by public authorities, including to meet national security or law enforcement requirements.

AECOM takes reasonable and appropriate steps to protect Personal Information against unauthorized access, loss, misuse, disclosure, alteration, destruction and other Processing of Personal Information. These measures take into account the sensitivity of the Processing operation concerned and of the Personal Information concerned, and the risks involved.

Employees will be provided access to their own Personal Information as required by and in accordance with applicable law. Requests for access, and in general, all data protection related requests, may be made to the AECOM Canada [Privacy Officer](#).

AECOM retains ownership of Electronic Communications Systems and all information stored on, transmitted by, or received through the Electronic Communications Systems. In general, the Company's Electronic Communications Systems should be used for legitimate business purposes only. To the fullest extent allowable by applicable law, users do not have any expectation or right to privacy in their use of AECOM's Electronic Communications Systems or any communications or other information stored on, transmitted by, or received through the Electronic Communications Systems. For more information, please review AECOM's [End User Acceptable Use Policy](#).

AECOM reserves the right to conduct searches of employee personal possessions; therefore, employees are encouraged to refrain from bringing any items of a personal nature to work which they do not wish revealed. A request to search employees or their work areas does not imply an accusation of wrongdoing.

Employees found in possession of materials which are illegal or otherwise violate Company policy may be subject to disciplinary action up to and including termination of employment for cause.

Privacy laws and guidelines are part of a constantly changing environment. AECOM reserves the right, at its discretion, to change, modify, add, or remove portions of this Privacy Notice or any supplemental privacy notice at any time. Any material change to the Employee Privacy Notice will be posted to the Company intranet. Employees may direct their questions or concerns regarding AECOM's compliance with this Policy to the AECOM Canada [Privacy Officer](#).

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Outside Employment

Outside employment, consulting or other business relationships that may conflict with the best interests of AECOM are strictly prohibited, including, but not limited to, outside relationships that:

- Involve services that are of the same type as, or are competitive with, those provided by AECOM.
- Involve the use or potential disclosure of confidential and proprietary information, Intellectual Property, or trade secrets of AECOM or its clients.

AECOM employees must never conduct outside business during designated work hours or use AECOM's property, equipment, or information for another business.

Given the potential for conflicts of interest arising out of outside employment or consulting relationships, and to ensure compliance with the Code of Conduct, prior written approval must be obtained from in-house Counsel or his or her delegate before an employee may perform any such work.

For the Code of Conduct, please [click here](#).

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Business Interruptions

AECOM promotes organizational resilience through an all-hazards approach to disaster planning, risk reduction and business continuity management. Resilience management guidelines and protocols have been established to minimize the impact to AECOM's people and operations and are presented in the Region's Resilience Plan. During a disruptive event, employee actions are guided by the Region's Resilience Team – a team dedicated to maintaining employee safety and minimizing disruptions to AECOM's business operations.

Employees are responsible for following precautionary or response actions specified through the Resilience Plan and/or Resilience Team. This includes taking the requisite steps to prepare for, navigate through or recover from a disruptive event or extreme condition such as a severe tropical storm, fire, earthquake, civil disturbance, power outage or pandemic illnesses.

Depending on the circumstance(s) related to the disruptive event, employees may be asked to work from an alternate or remote location. The procedures and chain of approval for temporary relocation or closure of any AECOM office is defined in the Resilience Plan and requires Region leadership approval through AECOM's Delegations of Authority.

For information on Organizational Resilience, please [click here](#).

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Work Schedules

Revised November 29, 2019

AECOM's standard hours of operation include an eight-hour workday (40 hours per week). Employees should take at least a half hour at lunchtime each day as per provincial legislated requirements. The lunch period is unpaid. Normal working hours are generally from 8 am to 5 pm, Monday through Friday. Please note that standard hours of operation for employees in Quebec, except for Rail Group employees, currently include a seven and a half hour workday (37.5 hours per week). At times, business circumstances may vary the workday schedule.

If an employee leaves the office during working hours, the employee must notify their immediate manager or department administrator.

Flexible Work Schedules

AECOM considers flexible work schedules to be a viable alternative work arrangement that may be appropriate for some employees and some roles. It provides employees with greater options in managing a work/life balance, while retaining a focus on job performance and meeting business and client needs.

Flexible work schedules allow employees the opportunity to adjust the times of their regular full time or part time work schedule, so long as the schedule meets the required core hours of 9:30 am to 3:00 pm. Adjustment of working hours allows employees to start and end their work day earlier, or start and end later in the day while maintaining a full 8 hour workday, or currently a 7.5 hour work day for employees in Quebec, except for Rail Group employees. Examples of flexible work schedules are 7 am to 4 pm or 9 am to 6 pm.

As part of the Company's flexible work environment, if an employee has a non-medical appointment or must attend to a personal matter, employees may make the time up during that same week. Hours that are made up should not be considered overtime. Any time that cannot be made up within that same week should be taken as vacation or time off without pay.

Please note the following guidelines:

- All flexible work schedule arrangements must be approved in advance by the employee's manager.
- All flexible work schedule arrangements must comply with federal, provincial and territorial legislation, including overtime and rest period legislation.
- A minimum of a half-hour for lunch must be taken in compliance with legislative requirements.
- A satisfactory or better performance rating must be maintained.
- Once approved, a flexible schedule should remain consistent and not change on a daily or weekly basis.
- All flexible work schedule arrangements must maintain the required total number of hours per week (e.g., Regular full-time employees must maintain a 40-hour work week).

Telecommuting

Telecommuting is a viable alternative work arrangement in cases where individual and job characteristics are suited to such an arrangement and where management has approved such arrangements.

Telecommuting allows employees to work remotely for all or part of their regular work week and may be appropriate for some employees and some jobs. The focus of the arrangement must remain on job performance and meeting business needs. All telecommuting arrangements must be documented and approved in advance by management, and may be discontinued at any time, with or without notice, at AECOM's sole discretion. All agreements must comply with applicable federal, provincial and territorial legislation.

For full Telecommuting procedure details, click [here](#).

Alternative Work Week Arrangements

AECOM's Alternative Work Week program is a work arrangement offered to assist employees in managing their work/life balance. The Alternative Work Week program allows participating employees to continue to work their standard hours but allows them to compress those hours into a shorter working period. At all times client service must remain the primary objective.

All Regular full-time employees are eligible to participate in the program where job responsibilities and client-related needs continue to be met. It may not be possible for all staff to participate in this program due to the nature of their roles and responsibilities. Management will have final approval on all agreements submitted to ensure that they are able to manage a team that continues to meet business and client needs. All agreements will comply with applicable provincial employment standards legislation.

For client service reasons, some offices, groups, districts and/or business lines may choose not to have their staff participate.

The program is offered year-round.

For complete details about the program please click [here](#).

Attendance

Employees are expected to report to work each day at the time scheduled to work and remain until the scheduled workday is concluded. Unscheduled absences must be reported to the employee's manager or a designee before the scheduled start time if the employee is going to be absent from work or arrive late. An absence is considered unexcused if an employee does not notify their manager, if the reason for the absence is not satisfactory, or if a pattern of such absences has developed. Unexcused absences will not be paid.

Employees should ensure that planned absences are approved in advance by their manager. If an employee does not contact their manager and are absent from work for three full days, the employee may be considered to have abandoned their job. In such a circumstance, the employee will be notified in writing of termination of their employment.

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Performance Management

AECOM's performance management program has several goals: to align the talents of AECOM's staff with the organization's business goals; to prioritize the career development of its employees; and to manage talent effectively to develop the future leaders of the organization.

The performance management process, also known as Performance + Rewards, is common across the Company and generally consists of goal setting, coaching, and assessing.

Please [click here](#) for the most current performance management information, guidelines and tools.

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Performance Improvement

Occasionally, an employee's performance, attendance or conduct may fall below an acceptable level or not comply with the Company's policies and practices. Depending on the circumstances, nature and severity of these situations, it may be determined that corrective action is required to help the employee improve that performance or conduct. Generally, the corrective action process may include elements such as the following:

- Coaching and counselling
- Verbal warning
- Written warning or corrective action plan
- Involuntary termination

The Company reserves the right to determine the appropriate corrective action to take based on the circumstances of a given situation and is not obligated to apply the elements in any particular order. When deemed appropriate, the Company may move directly to termination of employment based on the severity of the performance issues or violation of policy.

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Employment Status

Employees' status will be categorized as one of the following:

Regular Full Time Employees

- ▶ AECOM Canada Ltd. employees who work 40 hours per week.
- ▶ AECOM Consultants Inc. employees who currently work 37.5 hours per week.
 - Eligible for participation in all Company benefits.
 - Those working on a seasonal basis* only are eligible to bank pre-approved overtime hours as per the applicable provincial employment legislation.

Regular Part Time Employees

- ▶ AECOM Canada Ltd. employees who work a minimum of 20 hours per week, and less than 40 hours per week on a regular schedule.
- ▶ AECOM Consultants Inc. employees who work a minimum of 20 hours per week, and less than 37.5 hours per week on a regular schedule.
 - Eligible for health, dental and retirement benefits.
 - Eligible to receive pro-rated amounts for such benefits as professional licensure/certification, length of service recognition, educational assistance, etc.
 - Those working on a seasonal basis* only are eligible to bank pre-approved overtime hours as per the applicable provincial employment legislation.

Temporary Employees

- ▶ Employees who work full or part time hours per week but are employed for a specific period of time (typically one year or less).
 - Eligible for some benefits: Employee Assistance Program, Retirement and Savings Plan, Business Travel Accident Insurance. Not eligible for any other benefits.
 - Paid on an hourly basis.
 - Eligible for pre-approved overtime hours as per the applicable provincial employment legislation
 - Vacation pay is paid out at each pay period or as per the applicable provincial employment legislation

On-Call Employees

- ▶ Employees who work on an on-call or as needed basis for a specific period of time (typically one year or less).
 - Eligible for some benefits: Employee Assistance Program, Retirement and Savings Plan, Business Travel Accident Insurance. Not eligible for any other benefits.
 - Paid on an hourly basis.
 - Eligible for pre-approved overtime hours as per the applicable provincial employment legislation
 - Vacation pay is paid out at each pay period or as per the applicable provincial employment standards legislation.

Please click on the following link to view the [Benefit Guide-Canada](#).

*** Definition of Employees Working on a Seasonal Basis**

- ▶ Regular full-time and Regular part-time employees who are in a seasonal/field type role and work extended hours during certain months but cannot work due to inclement weather in slower field work seasons.
- ▶ For information about eligibility to bank overtime please refer to the Overtime section of the handbook.

Independent Contractors

Under some circumstances, Independent Contractors may be called upon to provide professional services to AECOM. In such cases, please note the following:

- Individuals engaged to perform professional services for AECOM as an independent contractor or on a consulting basis or through a temporary employment agency are not employees of AECOM and are not eligible for any benefits, including but not limited to, professional licenses and WCB/WSIB/CSST coverage.

Please contact internal Legal Counsel to put an Independent Contractor Agreement in place.

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Payroll Administration

AECOM compensates employees for their hours worked in accordance with federal, provincial, and territorial legislation.

Employees will normally be paid bi-weekly for the pay-period ending the previous week. Direct deposit is AECOM's preferred method of payment and will be used unless special circumstances require otherwise. AECOM will adopt those pay practices as needed to comply/fulfill contractual or specific job obligations.

If a garnishment or court order of an employee's wages is properly served, deductions will be made from the employee's pay cheque in accordance with the applicable provincial, federal and territorial statutes. Due to legal requirements, a court order or other acceptable legally binding documentation must be received by AECOM in order to modify or stop a previously ordered wage garnishment.

To the extent legally permissible under the applicable provincial employment standards legislation, AECOM has the right to deduct from any payments due to an employee by AECOM at any time, including any payments owed to AECOM by reason of purchases, advances, overpayments, loans or otherwise.

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Employment References

Upon receipt of a request to provide an employment reference or confirm employment, please note that it is AECOM policy to provide only confirmation of employment. Employment references, verbal or written, as they relate to a person's performance or behaviour, will not be provided. Information provided for confirmation of employment will include dates of employment and title. Written authorization signed by the employee or former employee is usually required before AECOM will release salary information.

Please direct all requests for such information to Human Resources.

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Credit for Prior Service

If an employee returns to work for AECOM within one year of their most recent separation, and as long as they were previously employed by a business line or group which, at the time of such separation (whether voluntary or involuntary), was part of AECOM, they will immediately recover, and be credited with, prior service time and be classified as rehired. Credited service would be applied regardless of which group or business line rehires the employee. Credited service will determine an adjusted service date for vacation accrual, benefits administration, and service awards. Prior service, however, will not be used to calculate any future termination or severance entitlements, except where required under the applicable provincial employment standards legislation.

Prior Service from a Different AECOM Entity

Employees who transfer to AECOM in Canada from another AECOM entity, without a break in employment, will be granted credit for their service with the other AECOM entity. Credited service will be applied regardless of which group or business line hires the employee. Credited service will determine an adjusted service date for vacation accrual, benefits administration, termination and severance entitlements, and service awards.

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3. Employee Conduct

Information Resources

AECOM relies on electronic communications systems, Information Technology (IT) and data to perform normal business operations and provide services to our clients. We have legal, contractual, regulatory and ethical responsibilities to protect the integrity, confidentiality and availability of all electronic communications systems, IT resources and data we own or manage for others.

AECOM has established requirements for responsible and secure use of the Company's electronic communications systems which are intended to protect the Company from inappropriate disclosure of confidential or proprietary information, loss of competitive advantage, loss of productivity, damage to reputation, exposure to civil and criminal liability, and inability to meet client and contractual obligations. These requirements are documented in the [Company's IT policies](#) and apply to all AECOM employees and employees of all managed affiliates, contractors, vendors, clients, joint ventures and agents using information resources. Employees must review and adhere to the IT policies and standards located on the Company intranet including the [End User Acceptable Use Policy](#).

No Expectation of Privacy

All communication or information stored on or transmitted via IT and Information Resources owned or provided by AECOM ("Information Resources") is the sole property of AECOM. It is very important that each employee understand that no employee shall have any reasonable expectation of privacy in connection with their use of Information Resources. This includes any data an employee may create, store, send or receive using the Information Resources – even if personal in nature. It is equally important that each employee understand that all use of the Information Resources and any data generated or stored on the Information Resources may be monitored, accessed, reviewed, inspected, read and retained by AECOM. Information obtained in the course of such access, auditing, inspection and monitoring of the Information Resources may be used or disclosed by AECOM, at its sole discretion or election, to third parties to comply with laws, regulations, court orders, subpoenas or other governmental procedures without notice to the employee. AECOM may remove data or content, including personal data, from the Information Resources at any time, for any reason, or for no reason.

Please [click here](#) for more information on Information Resources.

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Social Media

AECOM believes participation in online discourse through the social web can empower us as global professionals and as a company. However, participation carries potential risks to AECOM's reputation, brand integrity, legal compliance obligations, confidential and proprietary information, as well as risks to clients, colleagues, and in some cases, the public.

To minimize these risks, employees and all other AECOM network users are required to comply with the AECOM Social Media Policy.

Please [click here](#) to view the AECOM Social Media Policy.

Please [click here](#) to view the AECOM Social Media Guidelines.

Please [click here](#) to view the Social Media Do's and Don'ts.

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Equipment and Property

AECOM and/or our customers provide equipment to employees for the purpose of conducting business. Employees are to use and care for this equipment properly and should become familiar with all operating instructions and procedures prior to the use or operation of such equipment.

Employees assigned or using AECOM or customer supplies, or equipment should be familiar with the proper use and care for those materials. Company or customer equipment and supplies used in the field or in construction supervision operations should be secured when not in use. Loss resulting from theft must be reported immediately to the employee's supervisor and the IT department.

All Company or customer-owned assets, technical materials and equipment such as electronic communication devices, drafting equipment, computers, keys and badges must be returned to AECOM on the employee's last day of employment.

All instruments, office equipment and supplies must be returned to AECOM or the customer, as applicable, upon completion of the project, termination of employment or at any other time at the Company's or customer's discretion. Instruments, office equipment and supplies are provided for the business operations of AECOM or the customer and should not be used for personal reasons.

For information on the use of personal or rental vehicles while on Company business, please see [Vehicle Insurance Fleet Cars – Canada](#).

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Personal Relationships

Supervising anyone with whom an employee has a family or romantic relationship could give rise to a conflict of interest or the appearance of favouritism. Therefore, AECOM employees should never be in a position where a personal relationship is also a reporting relationship or where one employee has the ability to evaluate or influence employment or compensation decisions for another employee with whom such a relationship exists. These personal relationships include immediate family members (such as a spouse, domestic partner, children, stepchildren, parents, step-parents, siblings, in-laws and any other members of a household) as well as romantic relationships (such as boyfriend, girlfriend, fiancé or fiancée).

If an employee is in a position to supervise or otherwise make or influence employment decisions regarding someone with whom he or she has a personal or romantic relationship, the employee is expected to disclose the situation to his or her manager or Human Resources immediately.

AECOM reserves the right to transfer or reassign the employee(s) involved depending on the circumstances, or terminate the employment relationship if no other options are available.

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Dress Guidelines

AECOM expects all employees to ensure that their dress and grooming are appropriate for the workplace. In addition, the Company expects employees to recognize that certain business situations (e.g., meetings with clients, suppliers) may require more formal business attire. Based on contractual obligations or the type of work performed, there may be differing guidelines for safety or work-related purposes.

Any employee who has questions as to what constitutes appropriate attire should consult his or her manager or contact Human Resources.

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Gifts and Entertainment

It is expected that AECOM employees will conduct themselves in a reasonable and ethical manner when interacting with employees or representatives of clients, prospective clients and regulatory agencies, especially as it pertains to the offering or acceptance of gifts or entertainment.

It is AECOM's intention to:

- Protect AECOM's name and business reputation by ensuring integrity in dealing with all external parties.
- Enable employees to comply with the AECOM Code of Conduct relating to gifts and entertainment.
- Ensure compliance with Canadian municipal, provincial, territorial and federal laws regarding public sector employees.

It is also the responsibility of every employee to be aware of, and comply with, relevant conduct and ethics standards governing external organizations with which they do business.

Core requirements of the policy are that:

- Employees must not offer or accept gifts or entertainment if it could reasonably be interpreted as a reward for inappropriate preferential treatment or be seen as creating a business obligation, whether real or perceived, on the part of the recipient.
- Employees may offer or accept permitted gifts or permitted entertainment, only if permitted under this policy and the policies and ethics standards imposed by the recipient's employer. Employees may not evade the requirements of this policy by offering or accepting gifts or entertainment through family members or friends, or using their personal funds.

Employees are prohibited from offering or accepting any gift or entertainment if it would reflect unfavourably on AECOM if disclosed publicly.

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Solicitations and Distributions

AECOM does not permit non-employees to solicit or distribute materials on its premises at any time. An employee may not solicit other employees during working time. An employee may not distribute materials during that employee's working time or in areas where employees are working. Use of Company email addresses and/or Company phones and phone numbers for non-work-related solicitations or distributions for personal gain or profit is prohibited.

This policy will be applied in accordance with applicable laws and is not intended to restrict or interfere with employee rights provided under applicable laws.

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Workplace Expectations

All employees are required to abide by AECOM's Code of Conduct and the Company's workplace expectations, which are based on acceptable performance, safety, honesty, respect, fair play and compliance with Company policies. Poor job performance or conduct that is dishonest, unethical, illegal, or puts the individual or others at risk of personal injury will not be tolerated.

The following are examples of violations to AECOM's workplace expectations that may result in disciplinary action up to and including termination of employment for cause. The Company reserves the right to appropriately discipline employees for other forms of misconduct not specifically listed below:

- Violations of law or applicable regulations while on Company time and business.
- Violating safety, regulatory or security rules and regulations or policies of the Company or its clients.
- Theft, abuse or defacing of AECOM's or its clients' property, records or belongings.
- Discriminating against, harassing or retaliating against another employee or applicant for employment.
- An act of workplace violence including verbal or physical threats of violence, or assaulting anyone.
- Inappropriate or unprofessional communication with a client.
- Insubordinate or disrespectful behaviour.
- Unauthorized use of Company credit cards, unauthorized use, abuse, theft or diversion of Company property or assets.
- Misuse of Company computers' resources, including Internet and email systems.
- Giving or accepting gifts or entertainment for any improper purpose.
- Falsifying personnel, attendance, timekeeping, insurance, expense claims or other official reports or records. Dishonesty, including but not limited to, lying, falsifying records or failure to make full disclosure as requested or required under the circumstances.
- Completing another employee's timesheet (unless so doing as official proxy) or repeated failure to submit personal timesheets in a timely manner.
- Poor work performance, including the misuse of work time.

Please [click here](#) to view the Code of Conduct and Global Ethical Business Conduct Policy.

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Weapons Prohibition

In an ongoing effort to ensure the safety and security of all employees, as applicable by provincial and federal law, all weapons are prohibited inside AECOM facilities.

To the extent allowed by law and with the exception of any job-related requirements to carry such weapons, all weapons are prohibited inside AECOM facilities, on AECOM property, at AECOM events, in Company-provided vehicles and at or around AECOM controlled operations. For purposes of this policy, weapons include, but are not limited to, handguns, rifles, knives, clubs, explosive devices or any other device that could be used to threaten, intimidate, or inflict bodily harm.

For more information, please [click here](#) to view the Safety, Health and Environment page.

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4. Employee Benefits and Leaves

Vacation

Annual vacation leave is an important benefit for employees' well-being and AECOM encourages employees to take their full vacation entitlement each year. Vacation time accrues on a bi-weekly basis, upon commencing employment. For employees in Quebec, annual leave is cumulative and is granted in January of each year for services rendered in the course of the preceding twelve (12) months. The reference year extends from January 1 to December 31 and employees will be provided annual entitlement based on this reference year.

Regular full-time and Regular part-time employees are entitled to the following annual paid vacation:

Completed Years of Service with AECOM	Annual Vacation Entitlement
From the start of your employment to the end of your 9 th year of service	3 weeks of vacation time paid at 6% of wages earned annually
From the beginning of your 10 th year of service to the end of your 19 th year of service	4 weeks of vacation time paid at 8% of wages earned annually
From the beginning of your 20 th year of service	5 weeks of vacation time paid at 10% of wages earned annually

Vacation time taken that is in a negative accrual of more than (8) eight hours will be considered a [Personal Leave of Absence](#). Accrued vacation is to be taken as time and will not be paid out. Employees in Quebec may take only the previous year's accrual, however, may be eligible to take their current year's accrual upon request.

Temporary and On-call employees receive vacation pay at each pay period, or will be paid as per provincial legislation, and as per the provincial minimum requirement. Unless provincially regulated, if vacation time is taken, it is to be considered a leave of absence without pay. For employees in Quebec, vacation will be calculated as a percentage of earnings for the current year. At the end of the reference year, it will be converted to hours. This accrual can be taken the following year.

Vacation accrual will continue during Maternity, Paternity, Adoption or Parental leave. For additional information on benefits during such leaves, please see the Maternity, Paternity, Adoption or Parental leave sections of the Handbook. Employees on any other type of leave of absence will accrue vacation as set forth in the applicable provincial employment standards legislation.

Employees may accrue up to a maximum of two times their annual vacation entitlement. Any vacation accrual in excess of the maximum will be forfeited. If an employee requests a status change to part-time hours, the employee is reminded of the vacation policy guidelines.

If an employee resigns from AECOM they may not take vacation time during the notice period. If an employee leaves AECOM, they will be paid their unused vacation balance on their final pay.

Vacation plans must be approved in advance by your manager.

Purchased Vacation

Regular full time and Regular part time employees have the option to purchase additional vacation time through payroll deduction. Some general guidelines for this program include:

- A maximum of two weeks (standard workweek hours per employee multiplied by two) of vacation can be purchased each calendar year

- Vacation must be purchased in a one or two week increments, but may be taken in daily increments (minimum of standard daily hours)
- Purchase of vacation time will be through payroll deduction
- Purchased vacation must be used prior to the last Friday in November of each calendar year. It cannot be carried forward to the following year. Any purchased vacation unused by the last Friday in November of each calendar year will be reimbursed by December 31st of that same calendar year.
- Those who have vacation accrued in excess of double their yearly entitlement may not purchase additional vacation time.
- Employees should use a Purchase Vacation form to submit their request.
- A request for purchased vacation must be pre-approved.
- Purchased Vacation time should be coded on timesheets as “Purchased Vacation Taken”.

Employees have (4) four opportunities to purchase vacation throughout the calendar year.

Purchase Deadline Dates	Purchased Vacation Dates to be Used Between the
December 20 th	3 rd Monday in January – last Friday in November
March 20 th	1 st Monday in April – last Friday in November
June 20 th	1 st Monday in July – last Friday in November
September 20 th	1 st Monday in October – last Friday in November

Note: If the above Purchase Deadline Date falls on a holiday or weekend, the deadline will be extended to the following business day.

For employees who sign up by December 20th of each calendar year, please note that Payroll will begin deductions on the first pay period in February.

Please click [here](#) for more information on the Purchased Vacation Program.

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Sick Leave

Revised January 21, 2019

AECOM grants paid sick time to Regular full-time and Regular part-time employees to provide protection against loss of income due to illness or injury, the need to attend to a family member and the requirement for time off from work to attend medically necessary appointments. This leave is inclusive of any leave required by the applicable provincial employment standards legislation where the employee works.

Eligible family members include a partner (spouse, adult interdependent, common-law or registered domestic partner), parents, foster parents, guardians, children, foster children, wards or partner's children, siblings, grandchildren, grandparents or any other person living with the employee as a member of their family.

Regular full-time employees will be granted (8) eight days of paid sick leave per calendar year. Sick leave will be prorated for Regular part-time employees as applicable by provincial employment standards legislation where the employee works. These 8 paid sick days are inclusive of any unpaid or paid sick days owing under to the applicable provincial employment standards legislation.

Any Regular full-time new hires who commence employment between January 1st and June 30th will be granted (8) eight paid sick days per calendar year for that current year. Any Regular full-time new hires who commence employment between July 1st and December 31st will be granted (4) four paid sick days per calendar year during their first calendar year of employment. Sick leave will be pro-rated for Regular part time employees as applicable by provincial employment standards legislation where the employee works. (Ex: Regular part-time employees in Alberta who commence employment July 1st to December 31st will be provided with 8 paid sick days) in accordance with Alberta employment standards legislation.)

	Paid Sick Leave Entitlement Per Calendar Year for Employees who Commence July 1 st to Dec 31 st
Regular Full Time employees who commence work July 1 st to December 31 st	4 days
Regular Part Time employees who commence work July 1 st to December 31 st (all provinces except AB)	4 days pro-rated
Regular Part Time employees who commence work July 1 st to December 31 st (Alberta only)	8 days

Note: This leave is inclusive of any leave required by the applicable provincial employment standards legislation. Any additional days leave required by the employee shall be in accordance with the applicable provincial employment standards legislation where the employee works.

If absence extends beyond (5) five days, a Short Term Disability Application must be submitted to initiate the Short Term Disability ("STD") process. Following (5) five consecutive sick days, an employee may be eligible to receive STD benefits. The (5) five sick days used will be considered to have satisfied the waiting period for STD benefits. However, if an employee returns to work after using any number of sick days, the waiting period before any STD coverage will need to be satisfied again.

At any time when an employee is on leave due to illness or injury, AECOM reserves the right to request a physician's statement. For days off for the purpose of illness or injury beyond 5 days, please see the STD section below.

In all instances, incidents of work related illness or injury must be reported to the [Safety, Health & Environment department](#) immediately.

Unused sick days will not be paid out or carried over from the calendar year in which they were provided.

On Call and Temporary employees will receive sick leave in accordance with the applicable provincial employment standards legislation where the employee works. For OnCall and Temporary employees in Ontario, please see the [Personal Emergency Leave](#) section of this Handbook.

Short Term Disability

AECOM's Short Term Disability (STD) benefit covers employees in case of illness or injury which prevents them from performing their regular job functions. It is designed to reduce the financial hardship that bona fide illness or injury can create so far as an employee's inability to perform their normal work and consequent loss of normal straight time wages are concerned.

It is the employee's responsibility to report for work in proper physical condition in order to perform his/her duties.

In all instances, incidents of work-related illness or injury must be reported to the [Safety, Health & Environment department](#) immediately.

After (5) five consecutive business days of the same illness or injury, employees are required to submit (3) three documents: 1) [Short Term Disability Request Form](#); 2) [Plan Member Statement](#); and, 3) [Attending Physician Statement](#). When an employee is on leave due to illness or injury and has applied for short term disability, AECOM reserves the right to request a physician's statement. Failure to submit the completed forms, or if requested, a medical report, will result in loss of pay during the absence due to illness or injury.

Short Term Disability	
Who pays?	<ul style="list-style-type: none"> ▶ Employee pays the full cost of the benefit in order to maintain the non-taxable status of the benefit.
Eligibility	<ul style="list-style-type: none"> ▶ An employee must: <ul style="list-style-type: none"> ▶ Have been employed continuously at AECOM in Canada (or a legacy AECOM operating company) for at least 90 days in a Regular full -time or Regular part-time status (must work a minimum of 20 hours per week) ▶ Be suffering from a bona fide illness or injury which prevents the employee from performing his/her regular job functions and is not eligible for compensation under Workers' Compensation; ▶ Eligibility for Short Term Disability coverage ends on an employee's last day of work with AECOM or as otherwise required by the applicable provincial employment standards legislation.
What does it cover?	<ul style="list-style-type: none"> ▶ Covers employees for illness or injury which prevents them from performing their regular job functions.
What is not covered?	<ul style="list-style-type: none"> ▶ Time off for illness or injury of a family member ▶ Any period of disability more than (5) five days when an employee is not under the care of a licensed physician ▶ Any illness or injury that is intentionally self-inflicted ▶ Any illness or injury resulting from service in the armed forces ▶ Any illness or injury resulting from war, participation in a riot, or disorderly conduct ▶ Any injuries or disease resulting from committing a criminal offence ▶ Any cosmetic surgery unless required due to illness or injury ▶ The period during which employees are in receipt of maternity or parental benefits under the Employment Insurance Act or QPIP program
Benefit	<ul style="list-style-type: none"> ▶ A non-taxable weekly benefit of 66.7% to 75% of an employee's basic weekly earnings, based on their annual benefit selection: ▶ Please note that the benefit will begin after the (5th) fifth business day of consecutive absence (i.e., starting on the (8th) eighth calendar day of consecutive absence).
Is there a waiting period?	<ul style="list-style-type: none"> ▶ If an employee's absence from work is due to illness or injury and is more than (5) five consecutive business days, the employee will be required to submit a STD application (as per the Sick Leave policy). There will be a (5) five consecutive business day waiting period before the STD benefit begins. Employees may use their Sick Leave entitlement to cover the waiting period. Any portion of the waiting period not covered by the Sick Leave entitlement will be considered an unpaid leave of absence or vacation.

Short Term Disability	
Maximum Benefit Period	<ul style="list-style-type: none">▶ 17 consecutive weeks▶ Please note that after the 17 consecutive weeks, any further disability leave may be eligible for benefits through the Long Term Disability (LTD) plan.▶ All employees should communicate with the Benefits department to submit an LTD application.
What do I need to do?	<ul style="list-style-type: none">▶ Report the illness or accident to their immediate manager as soon as possible on the first day of absence and on a daily basis throughout the duration of the (5) five day waiting period or sick leave days.▶ Submit completed forms:<ul style="list-style-type: none">▶ Short Term Disability Request Form – submit to the AECOM Benefits department▶ Plan Member Statement – submit directly to SunLife▶ Attending Physician Statement – submit directly to SunLife

Any charges for completing the STD or LTD forms or medical reports are the responsibility of the employee unless prohibited by law.

For additional benefits information, please click on the following link to view the Canada [Benefits Guide](#).

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Holidays

Revised January 21, 2019

Regular full-time Regular and part-time employees will be provided with (11) eleven paid holidays each calendar year, inclusive of statutory holidays.

Statutory holidays will be paid in accordance with applicable federal, provincial and territorial legislation.

Statutory holiday pay is not available while an employee is on a Leave of Absence (LOA).

Statutory holidays that fall on a weekend will be taken on the following Monday, unless otherwise advised. Please click [here](#) for the annual holiday schedule.

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Bereavement

AECOM will provide Regular full-time and Regular part-time employees (who work a minimum of 20 hours per week) with up to (5) days of Bereavement Leave, three (3) days of which will be paid and two (2) days of which will be unpaid, upon the death of an eligible family member. This leave is inclusive of any leave required by the applicable provincial employment standards legislation where the employee works.

Eligible family members include spouse/domestic/common law partner children/step-children, current or former foster children, current or former wards, parents/step-parents, current or former guardians (and their partner/spouse), current or former foster parents, siblings/half- siblings/step-siblings, grandparents/step-grandparents, grandchildren/step-grandchildren, aunts, uncles, step-aunts, step-uncles, nieces, nephews, in-laws, those for whom the employee is the primary caregiver, a person the employee isn't related to but considers to be like a close relative, or those provided for in accordance with provincial legislation (this list is inclusive of all similar relationships due to domestic partnerships).

Those employees who may need additional time off for such circumstances should speak with their manager to obtain approval. The additional time off will be provided in accordance with applicable provincial employment standards legislation. The approved time will be unpaid unless the employee elects to use vacation time.

Regular part-time employees (who work less than 20 hours per week), On Call and Temporary employees will receive bereavement leave in accordance with the applicable provincial employment standards legislation where the employee works. For OnCall and Temporary employees in Ontario, please see the [Personal Emergency Leave](#) section of this Handbook.

Please see the [Personal Leave of Absence](#) section of this Handbook.

AECOM reserves the right to request appropriate documentation.

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Civic Duty

AECOM supports civic responsibilities by providing each Regular Full-time or Regular Part-time employee his or her regular daily pay for up to an annual maximum of 10 working days when summoned to serve as a juror or witness. Additional time served will be unpaid unless accrued vacation or banked time is used or applicable provincial law requires otherwise. Employees are required to present their summons to their manager when notified to appear for jury duty. Employees will be required to report to work on days when they are not scheduled for jury or witness duty, unless arrangements have been made in advance to take vacation.

On-Call or Temporary employees will be permitted time off without pay while serving as a juror or witness.

All employees may retain compensation received from the court.

In addition, AECOM provides all employees with paid time off to vote, as per the employee's applicable provincial employment standards legislation, if the employee's work schedule does not permit time for voting before or after work. Managers must be notified a day in advance in order to arrange a mutually agreeable time for voting leave.

Province	Number of Consecutive Hours of Time Off to Vote
British Columbia	4
Alberta	3
Saskatchewan	3
Manitoba	3
Ontario	3
Quebec	4
Nova Scotia	3
Northwest Territories	3
Yukon	4
New Brunswick	3
Newfoundland/Labrador	4
Prince Edward island	1

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Family Responsibility and Compassionate Care Leave

Revised January 21, 2019

It is understood that on occasion employees may need to devote some additional time off for family responsibilities as defined in this policy. AECOM will grant Regular full-time and Regular part-time employees (who work a minimum of 20 hours per week) with up to (3) three days of paid leave, per event. This leave is inclusive of any leave required by the applicable employment standards legislation.

This leave will be provided to eligible employees for such events such as to care for an immediate family member who has been diagnosed with an illness or injury that is defined as life threatening, or for such other reasons as defined in the applicable provincial employment standards legislations (ex: family caregiver, family medical, organ donor, critically ill child care, personal emergency and crime-related child death or disappearance leaves).

Those employees who may need additional time off for such circumstances should speak with their manager to obtain approval. Any additional time off will be provided in accordance with applicable provincial employment standards legislation. The additional approved time will be unpaid unless the employee elects to use accrued vacation time. Please see the [Personal Leave of Absence](#) section of this Handbook.

Regular part time (who work less than 20 hours per week), On Call and Temporary employees will be provided with such leave as defined by the applicable provincial employment standards legislation where the employee works. For employees in Ontario and Quebec please see the [Personal Emergency Leave](#) section in the handbook.

AECOM reserves the right to request appropriate documentation as allowed under the applicable provincial employment standards legislation where the employee works.

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Maternity, Paternity, Adoption and Parental Leave

Effective January 1, 2017, eligible employees who have a new child through childbirth or adoption are eligible for the Canada Parental Leave program. There are three types of leave for new parents under this program: Maternity Leave, Paternity/Adoption Leave and Parental Leave.

AECOM'S Canada Parental Leave program provides salary continuance for those on Paternity/Adoption Leave, as well as a top-up benefit to payments available from the Employment Insurance plan for portions of the Maternity and Parental leaves.

Maternity Leave			
Benefits Eligibility	<ul style="list-style-type: none"> ▶ Birth mothers are eligible to take maternity leave, as outlined by the provincial legislation. ▶ In addition to the provincial leave offered, Regular full-time and Regular part-time employees, working 20 hours or more a week, who are enrolled in the salaried benefits plan and have a new child event through childbirth are eligible for AECOM's Maternity Leave top-up. 		
When does it start?	▶ The employee may start the leave anytime within 15 weeks prior to the birth of the child or when the child is born.		
How long does it last?	<p>▶ The length of all maternity leave is legislated according to the applicable province.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Alberta: 16 weeks British Columbia: 17 weeks Manitoba: 17 weeks New Brunswick: 17 weeks Newfoundland: 17 weeks Northwest Territories: 17 weeks </td> <td style="width: 50%; vertical-align: top;"> Nova Scotia: 17 weeks Ontario: 17 weeks Prince Edward Island: 17 weeks Quebec: 18 weeks Saskatchewan: 18 weeks Yukon: 17 weeks </td> </tr> </table>	Alberta: 16 weeks British Columbia: 17 weeks Manitoba: 17 weeks New Brunswick: 17 weeks Newfoundland: 17 weeks Northwest Territories: 17 weeks	Nova Scotia: 17 weeks Ontario: 17 weeks Prince Edward Island: 17 weeks Quebec: 18 weeks Saskatchewan: 18 weeks Yukon: 17 weeks
Alberta: 16 weeks British Columbia: 17 weeks Manitoba: 17 weeks New Brunswick: 17 weeks Newfoundland: 17 weeks Northwest Territories: 17 weeks	Nova Scotia: 17 weeks Ontario: 17 weeks Prince Edward Island: 17 weeks Quebec: 18 weeks Saskatchewan: 18 weeks Yukon: 17 weeks		
Top Up Benefit	<ul style="list-style-type: none"> ▶ Top up to Employment Insurance (EI/QPIP) benefits of 100% of basic earnings. ▶ Birth mothers may receive top up payments for maternity or parental leave. They may not receive top up payments for both. 		
Maximum Benefit Period	▶ 15 continuous weeks		
Benefit Accruals	<ul style="list-style-type: none"> ▶ Vacation accrual will continue throughout the leave. ▶ Core health (medical & dental, STD and LTD) and optional benefits will continue if an employee pays their portion of the benefit premiums. ▶ Employees may opt out of core health, optional benefits and retirement contributions while on leave. If an employee opts out of optional benefits, they may be required to provide evidence of insurability when they apply for certain optional benefits upon their return to work. ▶ The 2% base contribution to the Defined Contribution Pension Plan (DCPP) will continue while employees are on leave. Any voluntary contributions that are made while on leave will be matched by AECOM at 50% up to a maximum of 2% the employee's base annual earnings. 		
Deductions	▶ Top up payments will continue to have deducted at source income taxes, Canada or Quebec Pension Plan contributions, and the employee's share of group benefits insurance premiums, and savings and retirement plan contributions. Any deductions for participation in the Employee Stock Purchase Plan will cease during the Leave and will be reinstated upon the employee's return from Leave.		
What do I need to do?	<ul style="list-style-type: none"> ▶ Advise your manager in writing at least 30 days prior to your planned leave (when possible). It is recommended employees give their managers as much notice as possible. ▶ In order to receive top up payments, you are required to enrol for maternity/parental leave EI benefits through the Government of Canada. ▶ Complete the Leave of Absence Request form (in advance of birth if possible), and submit to the Benefits department. Birth mothers must also provide a note from their physician, along with the LOA Request form. ▶ Once on leave, provide copies of the first two weeks of your EI/QPIP Statements to the Benefits department. 		

Paternity/Adoption/Parental Leave																																																																															
Benefit Eligibility	<ul style="list-style-type: none"> ▶ All employees are eligible to take paternity and adoption/parental leave, as outlined by the provincial legislation. ▶ In addition to the provincial leaves offered, full-time and part-time employees, working 20 hours or more a week, who are enrolled on the salaried benefits plan and have a new child event through childbirth or adoption, are eligible for AECOM's Paternity/Adoption and Parental Leave programs. ▶ Paternity/Adoption Leave – two weeks of salary continuance offered to biological fathers and adoptive parents. ▶ Parental Leave – Up to seven weeks of top-up of 100% of base salary for employees who have a new child through childbirth or adoption. An eligible new child includes a biological newborn or any child who is legally adopted under the laws of the province of residence. ▶ Temporary and On-Call employees or employees who are not currently covered by the salaried benefits plan are not eligible for the Paternity/Adoption/Parental Leave benefit. ▶ Birth mothers may receive top up payments for maternity or parental leave. They may not receive top up payments for both. 																																																																														
When does it start?	<ul style="list-style-type: none"> ▶ Birth mother - when the maternity leave ends. ▶ Alberta: any time after the birth or adoption of a child, but must be completed within 78 weeks of the date the baby is born or placed with the parents. ▶ Ontario: may begin no later than 78 weeks after the date the child is born or comes into the employee's custody, care and control for the first time. ▶ Quebec: within 70 weeks of the birth of the child or when the child came into their care. ▶ All other provinces: may take the leave within 52 weeks of the birth of the child or when the child came into their care. 																																																																														
How long does it last?	<p>▶ The length of all adoption or parental leave is legislated according to the applicable province.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #800080; color: white;"> <th colspan="2" style="text-align: left; padding: 2px;">Parental Leave – Birth Mother</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Alberta:</td> <td style="padding: 2px;">62 weeks</td> </tr> <tr> <td style="padding: 2px;">British Columbia:.....</td> <td style="padding: 2px;">61 weeks</td> </tr> <tr> <td style="padding: 2px;">Manitoba:</td> <td style="padding: 2px;">63 weeks</td> </tr> <tr> <td style="padding: 2px;">New Brunswick:.....</td> <td style="padding: 2px;">62 weeks</td> </tr> <tr> <td style="padding: 2px;">Newfoundland:</td> <td style="padding: 2px;">61 weeks</td> </tr> <tr> <td style="padding: 2px;">Northwest Territories:</td> <td style="padding: 2px;">37 weeks</td> </tr> <tr> <td style="padding: 2px;">Nova Scotia:</td> <td style="padding: 2px;">35 weeks</td> </tr> <tr> <td style="padding: 2px;">Ontario:</td> <td style="padding: 2px;">61 weeks</td> </tr> <tr> <td style="padding: 2px;">Prince Edward Island:.....</td> <td style="padding: 2px;">35 weeks</td> </tr> <tr> <td style="padding: 2px;">Quebec:.....</td> <td style="padding: 2px;">52 weeks</td> </tr> <tr> <td style="padding: 2px;">Saskatchewan:</td> <td style="padding: 2px;">34 weeks</td> </tr> <tr> <td style="padding: 2px;">Yukon:.....</td> <td style="padding: 2px;">37 weeks</td> </tr> </tbody> </table> <table border="1" style="width: 100%; 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Benefit	<ul style="list-style-type: none"> ▶ Two weeks of salary continuance for Paternity/Adoption Leave, <i>plus</i>; ▶ Up to seven weeks top up to Employment Insurance (EI/QPIP) benefits of 100% of basic earnings from Parental Leave benefits. 																																																																														

Paternity/Adoption/Parental Leave	
Maximum Benefit Period	<ul style="list-style-type: none"> ▶ 2 consecutive weeks of Paternity/Adoption leave <i>plus</i> 7 consecutive weeks of Parental leave. Both leaves must be taken consecutively. ▶ Reminder: Birth mothers may receive top up payments for Maternity or Parental leave. They may not receive top up payments for both.
Benefit Accruals	<ul style="list-style-type: none"> ▶ Vacation accrual will continue throughout the leave. ▶ Core health (medical & dental, STD and LTD) and optional benefits will continue if an employee pays their portion of the benefit premiums. ▶ Employees may opt out of core health, optional benefits and retirement contributions while on leave. If an employee opts out of optional benefits, they may be required to provide evidence of insurability when they apply for certain optional benefits upon their return to work. ▶ The 2% base contribution to the Defined Contribution Pension Plan (DCPP) will continue while employees are on leave. Any voluntary contributions that are made while on leave will be matched by AECOM at 50% up to a maximum of 2% the employee's base annual earnings.
Deductions	<ul style="list-style-type: none"> ▶ Salary continuance and top up payments will continue to have deducted at source income taxes, Canada or Quebec Pension Plan contributions, and the employee's share of group benefits insurance premiums, and savings and retirement plan contributions. Any deductions for participation in the Employee Stock Purchase Plan will cease during the Leave and will be reinstated upon the employee's return from Leave.
What do I need to do?	<ul style="list-style-type: none"> ▶ Advise your manager in writing at least 30 days prior to your planned leave (when possible). It is recommended employees give their managers as much notice as possible. ▶ Complete the Leave of Absence Request form (in advance of birth if possible), and submit to the Benefits department. ▶ Once on leave, provide two copies of your EI/QPIP Statement to the Benefits department.

For additional information, please see the [Canada Parental Leave FAQ's](#).

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Personal Emergency Leave

Revised January 21, 2019

Personal Emergency Leave (PEL) provides job protected leave for employees in accordance to provincial, federal and territorial legislation.

Employees in Ontario only:

All employees are entitled to 8 personal emergency leave days per calendar year from the start of their employment with AECOM. Unused days do not carry over at the end of the calendar year and are not paid out.

PEL may be taken as follows:

- 3 unpaid days for personal illness, injury or medical emergency
- 3 unpaid days for illness, injury, medical emergency or urgent matter relating to the following family members:
 - Spouse/domestic partner, parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild, spouse of the employee's child, sibling, relative of the employee who is dependent on the employee for care or assistance.
- 2 unpaid days for bereavement relating to the following family members:
 - Spouse/domestic partner, parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild, spouse of the employee's child, sibling, relative of the employee who is dependent on the employee for care or assistance.

Employees may take the leave as a full day, part day or in periods of more than 1 day. Leave taken as a part day is considered a full day of leave. An employee who works for the other part of a day in which leave was taken will be paid for hours worked that day.

The number of days of leave taken under other policies stated in this handbook, paid or unpaid by AECOM, will reduce the number of unpaid days allowed under PEL.

Employees in Quebec only:

After 3 months of continuous employment with AECOM, all employees are entitled to 2 paid days per calendar year for the following reasons:

- Illness, accident, conjugal or sexual violence, to look after a family members.
- Eligible family members include spouse/domestic/common law partner children/step-children, current or former foster children, current or former wards, parents/step-parents, current or former guardians (and their partner/spouse), current or former foster parents, siblings/half- siblings/step-siblings, grandparents/step-grandparents, grandchildren/step-grandchildren, aunts, uncles, step-aunts, step-uncles, nieces, nephews, in-laws, those for whom the employee is the primary caregiver, a person the employee isn't related to but considers to be like a close relative, or those provided for in accordance with provincial legislation (this list is inclusive of all similar relationships due to domestic partnerships).

Unused days do not carry over at the end of the calendar year and are not paid out. Calculation of the days will be based on 1/20 of earnings in the 4 weeks preceding the leave.

The number of days of leave taken under other policies stated in this handbook, paid or unpaid by AECOM, will reduce the number of paid or unpaid days allowed under PEL.

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Personal Leave of Absence

A Personal Leave of Absence (LOA) is a temporary, unpaid suspension of Regular full time, Regular part time, Temporary, or On-call employment that may be granted under specific circumstances. A Personal LOA does not refer to a leave for the purpose of Maternity, Paternity, Adoption, or Parental Leave. Please see the [Maternity, Paternity, Adoption and Parental Leave](#) section of this Handbook for such details.

A Personal LOA, if approved, is normally granted for a maximum of 120 days. Personal leaves are at the discretion of AECOM, and the employee may be recalled at any time. If the employee does not return from LOA after the approved timeframe or when recalled by AECOM, it will be assumed that the employee has voluntarily terminated their employment with AECOM.

Personal LOA for the purpose of Family Medical Leave will be provided as per the applicable provincial employment standards legislation. Please see the Family Responsibility and Compassionate Care Leave section of this Handbook for such details.

Benefits While on Personal Leave of Absence

Some benefits may be continued during a Personal LOA and the employee shall be responsible to pay both the Employer and Employee portions of the benefit premiums. Employees may opt out of available benefits coverage while on Personal LOA. Benefits provided during a Personal LOA will not be extended beyond the 120 days.

Benefits available during a Personal LOA include Health, Dental, Life Insurance, and Accidental Death & Dismemberment. Benefits that are unavailable during a Personal LOA include Long Term Disability, Short Term Disability, and Company-provided retirement savings contributions.

Employees will be expected to take any accrued vacation prior to starting a Personal LOA. Vacation and statutory holiday pay will not be accrued or paid during a Personal LOA.

To request a Personal LOA, submit an approved [Leave of Absence Request form](#) to the Benefits department.

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Return to Work

The health and safety of every AECOM employee is our priority, and it is our objective to support our employees when they are involved in a situation that requires them to be away from work because of an injury or illness. This objective applies to conditions that are the result of both work-related and non-work-related injuries and illnesses.

When an employee is away from work under these situations, the employee will work closely with their manager, Benefits group, local Human Resources and Safety representatives, as appropriate, to facilitate their return to the work environment as soon as practical. When an employee receives a medical release from his or her treating physician for a modified work assignment, all those involved will work together to determine if the Company can accommodate the modified work restrictions.

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Other Types of Leave

Global or local laws may provide types of leaves not described in this Handbook. Consistent with AECOM's commitment to comply with all applicable laws, the Company will also provide employees with the job protected leaves prescribed under the applicable provincial employment standards legislation where the employees work that are not discussed in this Handbook.

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Educational Assistance Program

Revised January 21, 2019

Employees are encouraged to obtain or continue relevant education in support of their professional development at AECOM. To achieve this objective, AECOM will reimburse eligible employees for specified expenses incurred in taking job-related coursework.

Eligibility

All active, Regular full time and Regular part time employees are eligible. Eligible employees must have a minimum of six-months of service prior to enrolling in a course, or taking part in technical training, seminars, conferences or exams in order to be eligible for reimbursement. Any exceptions to this will require approval by the Business Unit Leader. Employees must also receive a grade of “C” or better (or “Pass” if on a “Pass/Fail” system) to be eligible for reimbursement.

Courses

Prior to the start of each course, please submit an approved [Education Assistance Request form](#) or Training request form (Quebec employees only). Courses are considered fully approved only after all approval signatures have been secured and the employee has been informed of the approvals.

Eligible courses must be graded courses, either a required or an elective part of a curriculum leading to a degree that is directly related to the employee’s development within AECOM or coursework that is not related to a degree but, in AECOM’s opinion, directly relates to the employee’s development in their present or near-term work assignment. Reimbursable costs include tuition, required student fees, required books, and laboratory fees. Courses must be taken on the employee’s own time. Employees must be employed at the time of course or program completion to be eligible for reimbursement.

Attendance of approved courses or program must be at an accredited college or university, and if pre-approved by the employee’s manager, may be taken in an e-learning, remote satellite classroom or online format. All courses and programs of study must be pre-approved by AECOM and may be subject to budget allocations.

Technical Training, Seminars, Conferences and Exams

Prior to the start of each training session, seminar, conference, or exam, please submit a [Seminar Conference Approval Form](#) or Training request form (Quebec employees only) for approval. Training, seminars, conferences and exams are considered fully approved only after all approval signatures have been secured and you have been informed of the approvals.

AECOM will reimburse the employee for the costs for their technical training, seminars, conferences, and exams if their registration in them is directly applicable to their job responsibilities or career development and has been approved, in advance.

If the employee has taken an equivalency/proficiency exam, the employee is not eligible to be reimbursed for the cost of the exam or for credits as a result of the exam.

Reimbursable Amounts

The maximum allowable reimbursable expenditure per calendar year for educational assistance is \$5,000 for Regular full-time employees; \$3,750 for Regular part-time employees who work at least 30 hours per week; and \$2,500 for Regular part-time employees who work at least 20 hours per week.

If a technical training, course or curriculum program costs \$1,000 or more, and the employee voluntarily leaves AECOM within one year of taking the technical training, course or curriculum program, the employee must fully reimburse AECOM for the cost. The cost of the curriculum program will be based on the total cost of the courses taken within the curriculum program. This requirement does not apply in instances when AECOM has specifically requested that the employee attend a course. AECOM reserves the right to deduct the amount from the employee’s final pay cheque, where permissible by-law. If AECOM requires the

employee to withdraw from a course for reasons of business necessity, the employee will be reimbursed for the funds expended.

Payment of Education Assistance

All Education Assistance costs are to be paid for up front by the employee and claimed through the following processes.

- **For Courses:**
A paid invoice, transcript and all receipts must be submitted along with the approved form in order to receive reimbursement for a course through Payroll according to the payroll schedule.
- **For Technical Training, Seminars, Conferences and Exams:**
All receipts must be submitted as part of an expense report to Accounts Payable, along with the approved form, in order to receive reimbursement.

AECOM will not provide reimbursement for courses, technical training, seminars, or exams in which the employee was enrolled prior to their date of hire.

Company Arranged Education Assistance

If AECOM arranges and pays for the employee's education assistance as part of a group booking e.g. Health & Safety, the employee is still required to complete and have authorised an AECOM Educational Assistance form.

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Professional Licenses, Certifications and Memberships

AECOM strives to foster employees' professional advancement and growth and supports their professional advancement in specialty areas that require professional licenses, certifications, memberships, and training. In addition, employees are encouraged to join professional job-related societies in their respective fields and to participate in professional society activities.

Eligibility

AECOM will pay the full cost for Regular full time and Regular part time employees (who work a minimum of 20 hours per week) for such activities, subject to prior approval from the employee's manager.

If an employee voluntarily terminates their employment within one year of receiving the benefit, the employee may be required to repay the associated fee upon termination. AECOM reserves the right to deduct this amount from the employee's final pay cheque where permissible by applicable legislation.

Payment of Professional Licenses, Certifications and Memberships

AECOM will reimburse the costs for professional association fees if registration in such an association is directly applicable to the employee's job responsibilities. Typically, employee membership in advocacy/lobbying groups will not be paid for.

All licensing, certification and membership costs are to be paid for up front by the employee and submitted for reimbursement through the employee expense claim reimbursement process.

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Employee Referral Program

The AECOM Employee Referral Program is intended to encourage current active employees to recommend qualified candidates for employment opportunities.

An employee may be eligible to receive a referral bonus if he/she refers an eligible candidate for a full or part-time position; excluding referrals to internship, new college/university graduate, temporary or on-call positions.

See the complete Employee Referral Procedure for full program guidelines.

Employee referrals must be submitted through the Employee Referral Gateway in order to be eligible for a referral bonus.

Please [click here](#) for the full Employee Referral Procedure.

Please [click here](#) to submit a referral.

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Employee Assistance Program (EAP)

AECOM provides a Company-sponsored Employee Assistance Program (EAP). The EAP is available to all employees, their dependents, and those who live in the same household as the employee at no cost to the employee. The EAP provides a wide array of services from personal or family issues to legal and financial concerns.

Participation in the program is confidential. Trained counsellors are available 24 hours a day, seven (7) days a week.

For information about the services that the EAP provides, or to contact our EAP provider, please click [here](#).

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First-Time Licensure Award

Revised January 21, 2019

AECOM recognizes Regular Full-time and Regular Part-time employees working at least 20 hours per week for successfully obtaining license that is required by a regulatory body in support of the employee's role (e.g. Professional Engineer or Architect License). Licenses must be earned by exam under the jurisdiction of a provincial authority, and be directly applicable to the employee's position, business line and/or geographic area.

Eligible employees will be granted a one-time salary increase which is at the sole discretion of the Company.

All awards are approved at the discretion of the business line Leader and Region Executive. Managers may submit the approved form and documentation through Workday.

On-Call and temporary employees are not eligible to participate in this program

Please [click here](#) for more information on AECOM's First-Time Licensure Award Program.

Please [click here](#) for the First-Time Licensure Award Procedure.

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Service Awards Program

AECOM recognizes milestone years of service of employees through our service awards program. Employees will be recognized for five (5)-year milestones, beginning at five (5) years of service, and then at 10 years, 15 years, 20 years, etc.

Years of service may be adjusted for breaks in service if an employee has voluntarily terminated their employment or has been impacted by a reduction in workforce. All active Regular full time and Regular part time employees who remain AECOM employees on a continuous basis are eligible participants.

Please [click here](#) for more information on AECOM's Global Service Award Program.

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Rewards and Recognition Programs

Employees are encouraged to recognize colleagues who have made outstanding efforts to contribute to the success of AECOM through the Company's Recognition Programs. Recognition programs provide an opportunity to highlight and support achievements and are a way to say "thank you" for performing great work.

For details see the [Making a Difference](#) information.

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Relocation Assistance Program

Revised January 21, 2019

AECOM may provide relocation assistance for new hires and existing Regular Full-time and Regular Part-time employees who are directed by AECOM to relocate. All relocation expenses follow regulatory taxation guidelines if applicable and must be pre-approved by business line management.

AECOM may also provide relocation assistance to employees directed by AECOM to temporarily relocate to a work location that is not within a reasonable commuting distance from their place of residence. The length of a temporary duty assignment is generally less than one (1) year.

Human Resources will provide the details of the Relocation Assistance Program, including any repayment obligations, and current guidelines, as necessary.

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Retirement and Savings Plan

AECOM offers flexible retirement and savings plans to help eligible employees build their retirement income. The three plans within the retirement and savings program are:

DC Pension Plan (DCPP)	<ul style="list-style-type: none"> ▶ A Registered Defined Contribution Pension Plan to which the Company will contribute a minimum of 2% of employee's base annual salary. ▶ Employees may, in addition, contribute to this plan up to a maximum of 4% of their base annual earnings. ▶ Employee contributions will be matched 50% by the Company. Company contributions are immediately vested. ▶ The sum of the Company and employee contributions is subject to the maximum amount allowed by the Income Tax Act. The Company contributions in excess of the amount allowed by the Income Tax Act, if any, will be paid to active employees at the end of each calendar year.
Registered Retirement and Savings Plan (RRSP)	<ul style="list-style-type: none"> ▶ A Registered Retirement Savings Plan to which employees may contribute either a percentage or dollar amount, or lump sum payment, up to the maximum amount allowed by the Income Tax Act. ▶ The company will not match these contributions. ▶ Employees can also elect to open a Spousal RRSP.
Tax Free Savings Account (TFSA)	<ul style="list-style-type: none"> ▶ A Tax Free Savings Account to which employees may contribute a percentage or dollar amount, up to the maximum allowed by the Income Tax Act.

All Regular full-time and Regular part-time employees (who work a minimum 20 hours a week) are immediately eligible to participate in the retirement and savings plan from their first day of employment. Participation is mandatory within the DC Plan, though employee contributions are voluntary. Participation is voluntary in all other retirement plans.

Temporary and On-Call employees have a (6) six consecutive month waiting period before they are eligible to participate in the retirement and savings plan. If a Temporary or On-Call employee keeps the contribution in the retirement and savings plan after leaving the company, and are rehired within (1) one year of leaving, they will be eligible to re-join the plan with no waiting period.

For full plan and enrolment details please see the [Canada Retirement and Savings Plan My Money at Work Guide](#).

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Internal Opportunities

A key AECOM goal is to focus on and invest in our people by providing internal career opportunities within the Company. Employees have the ability to review and apply for internal job opportunities via the AECOM global careers site for employees which can be found via the Company intranet. Consideration for intercompany transfers will be dependent on meeting the minimum and preferred qualifications, a minimum satisfactory level performance and at least 12 months of service in current position.

Please [click here](#) to search for and apply to internal job opportunities

Please [click here](#) for a copy of the AECOM Internal Opportunities Policy.

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