

2.4 Former Employee Rehire Policy

1. **Purpose:** Our former employee rehire policy defines rules for rehiring former employees. Sometimes, we may find it more beneficial and cost-effective to hire individuals who left employment with our company for various reasons. This policy will outline circumstances under which former employees might be rehired and any relevant guidelines and any guidelines, including bridging.
2. **Scope:** This policy applies to former employees of The Heritage Group Family of Companies who left employment with our company on a permanent basis. This policy doesn't apply to an employee on disability, parental and family leave or other leaves where employment has not been terminated.
3. **Policy Elements:** This policy will not prohibit any former employee from applying to a position. It outlines the circumstances under which former employees may be considered for rehire.

To be considered for rehire, former employees should have left employment with the company for one of the following reasons:

- Voluntary resignation
 - Company Lay-offs where employment is terminated
 - Expired contract
 - Termination for reasons other than illegal or unethical behavior
4. **What employees are ineligible for rehire?** Employees who were terminated for cause or abandoned their job are generally ineligible for rehiring. However, there may be reasons why these employees could be considered for rehire, assuming the hiring manager's supervisor and company's HR leader approve the decision. These reasons include but are not limited to:
 - Court decisions that oblige the company to rehire an employee.
 - Reasonable belief that employees' conduct will no longer be problematic.

There are two extra eligibility criteria for rehire for employees in these circumstances. Former employees should have:

- Completed their probationary period during the prior period of employment.

- Performed adequately while employed by the company.

Employees who accepted a job offer but didn't report to work on their first day won't be considered for rehire for a period of 12 months, unless the reasons for not reporting to work were outside the control of the employee.

5. **Employee status and seniority (aka Bridging):** Employees rehired 12 months or less after prior employment termination will be credited with time worked for the company back to their original hire date for purposes of service-based benefits such as Paid Time Off. This section does not apply to Milestone craft workers.

For employees rehired longer than 12 months after their prior employment termination date, prior service with the company will not count toward service-based benefits. Interns and co-ops are eligible for rehire, but if rehired, will not have their intern or co-op service counted for purposes of service-based benefits.

Deviations from this 12-month rule require HR leader and Management approval.

6. **Fair Decisions:** Our company is committed to equal opportunity practices. When hiring we won't discriminate according to any protected characteristics. However, we may give preference to former employees who apply for positions compared with other candidates since former employees know our company better than new external candidates. The terms of collective bargaining agreements will govern the hiring of former employees who are being rehired into a collectively bargained unit.