

EMPLOYEE & CONTRACTOR'S GUIDELINES

Every member of the BEH team is expected to read, understand and comply with the principles and requirements in these guidelines, and is required to understand what we expect whenever you are working on contract. These guidelines offer examples of expected behavior. Training is available, and questions are welcomed.

We are building a reputation as a safe, reliable and honest company that is a leader in home building in Belize, and CARICOM countries.

I would like it if you embrace these guidelines for yourself, not just because it is a requirement to earn money. Over time you will come to understand, as I have, the importance of cooperation, and cooperation requires communication, shared values, and shared goals.

Our values

- **Safety**

Your health is important, to BEH also. If you are injured or sick, as a contractor, it is your responsibility for loss of time, but you were also chosen to work as part of a team, and just as each part of a team is important, you are important.

We believe that all injuries and occupational illnesses are preventable.

You are expected to speak up about unsafe conditions and behaviors, take action to address concerns or stop unsafe work, and look out for the health and safety of others while working with us. *We cannot demand this of you, as a contractor you are only responsible for yourself and those who work for you.*



But as a company we believe that everyone is connected, and compassion and healthiness are paramount. So we invite you to bring up issues that may effect others, because that is the best way to live, as a team.

- **Innovation**

We do things differently as you will see, we are not using cement bricks to build safe homes – we turn challenge into opportunity and ideas into creative solutions. So, be curious, and don't be afraid to bring up new ideas.

- **Responsibility**

We care for the environment in the way we build. Sure we are using recycled product in our building and that means less forests being cut down. But we also don't want rubbish left on a building site, we will try and protect animals and trees where possible – think about this.

Help us make a positive difference in our communities, invite others to join us if you think they are suitable, and consider sustainability in everything we do. We ask not only that you deliver for our customers but also take personal accountability for results, right down to the respect shown to each other and this planet.

- **Working Together**

We can work together to find better ways to solve problems and create win-win results, but this requires you to tell us what you need, what you think is fair, and also to listen to what the company needs in order to remain viable as a community asset.



- **Language**

We all have different ways of speaking, maybe Creole, English, Spanish or just words we use. If the words you use may offend someone, for example your co-contractors, or the customer, don't use them. That includes any kind of swearing, put-downs, or spreading rumors without facts. Words are important.

- **Honesty & Respect**

In order for you to treat others with honesty and respect, you need to keep promises and not lie, and that means telling someone something that is important to them, even if you maybe are angry at them.

For example, if you see a danger in the worksite, and you don't tell another person working there about it, you are not respecting them, nor the company's policies. If you want time off, don't lie about it, let us know as soon as possible the reasons. We know that it will affect us all, but there must be a reason behind it, and it is better that we all understand rather than concluding wrongly that you don't care.

- **Human Rights**

A condition of your contract with BEH is that you treat everyone as a valued human being as per the United Nations Charter of Human Rights.

The good thing about this is that you also will be treated the same way. 😊

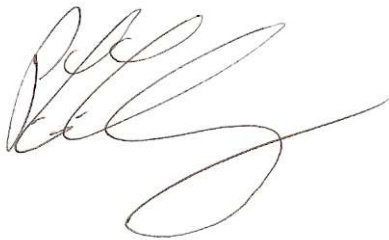
BEH will not be involved or engage in any activity that solicits or encourages abuse of human rights such as forced labor, child labor, or physical or mental abuse. That is our policy.



In particular, you must never take actions or make unwanted comments, gestures or discriminate against anyone on the basis of:

- Gender
- Race
- National or ethnic origin
- Colour
- Disability
- Religion
- Age
- Sexual orientation and gender identity
- Marital status
- Family status

If you use race, language, color, age, gender, or any other differentiator as a means of intentionally discriminating against a person that BEH is connected with, client, worker, contractor or supplier, your contract is at risk.



Phil Cheney CEO Best EnviroHomes Ltd (Belize)

Sunday, January 01, 2023



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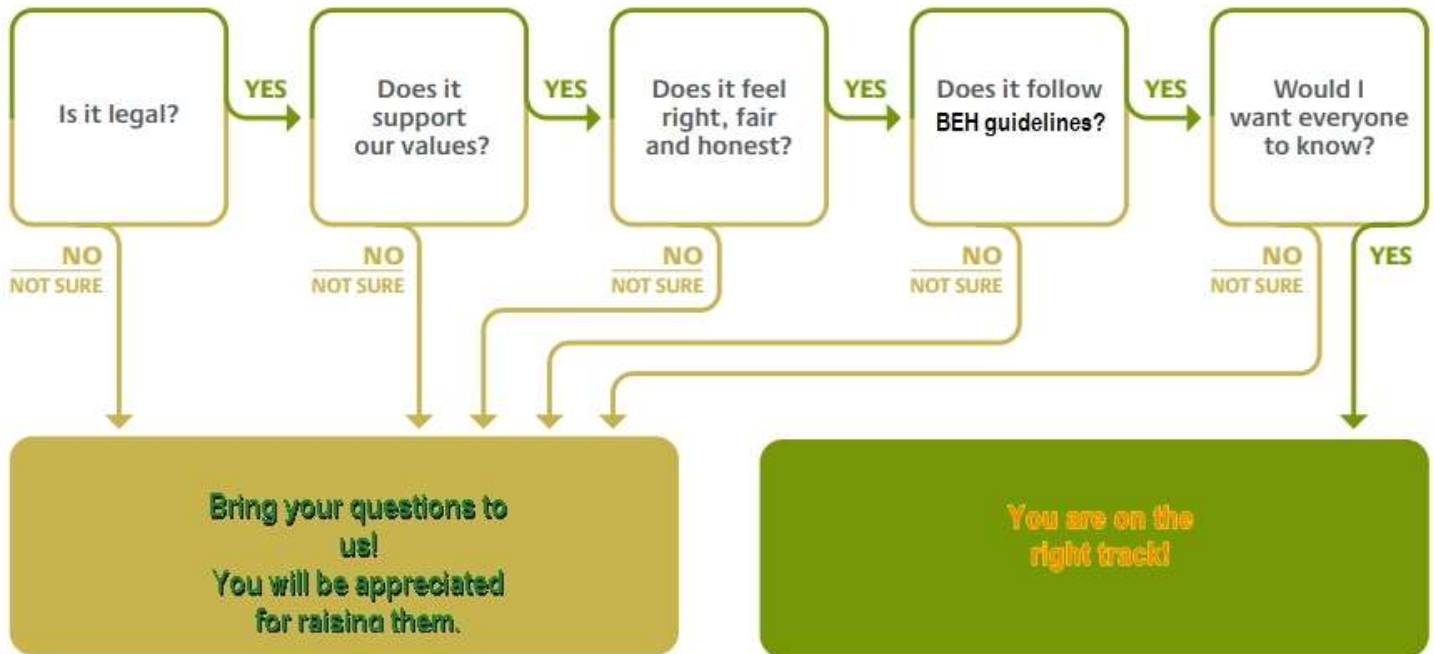
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Making the right choices and doing the right thing

We expect you to

- Report all health, safety and environment related hazards, potential hazards, incidents and unsafe acts
- Raise any applicable laws and policies that may impact us in our daily work
- Report any actual or potential non-compliance with legal requirements or with our policies that you become aware of
- Support others in making the right choices and doing the right thing



No-one will be negatively impacted for good-faith reporting, and if necessary, your confidentiality and identity will be protected to the greatest extent possible!



Life Saving Rules

- Drive safely and without distraction
- Use the appropriate personal protective equipment (PPE) including hearing protection, eye protection and gloves
- Work with a valid work permit when required
- Obtain authorization before starting any work that may involve danger
- For example: Protect ourselves against a fall when working at heights
- Follow safety guidelines
- Let others know about holes/excavations and ground disturbances such as heavy equipment operations (graders & pile drivers)

Alcohol and drug use and being fit for work

Given the nature of construction, it is essential that all participants be fit to perform their jobs.

What does being fit for work mean?

Fit for work means being able to safely and acceptably perform your assigned duties without any limitations due to the use or after-effects of any intoxicants. This can include legally obtained medications (prescription and over the counter) which has the potential to change or adversely affect the way a person thinks, feels, or acts.



The use of alcohol or drugs can impair your judgment and productivity and can lead to serious accidents and health and safety concerns – not only for yourself, but also for your coworkers and the public.

BEH takes a zero-tolerance approach toward the use of alcohol, drugs and intoxication while working. You must always be fit for work when you come to the work site. If you are not, that will result in serious consequences; including being removed from our site(s) and corrective disciplinary action up to and including termination.

Harassment and violence-free workplace

Everyone deserves to do their job in a safe, respectful, and inclusive workplace, without fear of harassment or violence.

You must always be respectful to BEH staff and other Contractors and be sensitive to the way in which others may react to your behaviors, comments, gestures or contacts.

Always try to resolve differences in a calm and respectful manner, without resorting to insults, threats or violence.

This means NO statements messages or images that are:

- Intimidating • Hostile • Offensive • Threatening • Violent • Demeaning or humiliating • Of a sexual nature • Creating an inappropriate work environment



Protecting everyone from weapons in the workplace

Unless otherwise exempted by law (Such as police presence), we prohibit the possession, use, carrying, or transportation of any dangerous or potentially dangerous weapons when conducting Company business:

- on or off all Company owned or controlled premises;
- in all Company vehicles (whether owned, leased or rented); and
- in all personal vehicles being used while conducting Company business.

Avoiding conflicts of interest

You are contracted to act in the best interests of BEH, so avoid any situation that could place us in a conflict of interest, or create the perception of a conflict of interest.

If, and when, a conflict of interest arises, you are required to report the conflict in a timely manner so it can be appropriately investigated and addressed. You should never make or influence business decisions on behalf of BEH based on personal relationships, bias or the potential for personal gain.

For example, do not represent yourself as an owner of BEH if you are not. Do not imply that you can access or allow access to BEH property.

Other examples of conflict of interest can include, but are not limited to:

- Gifts, invitations and entertainment in return for BEH favors
- Outside business activities using BEH influence



Personal Relationships

Personnel who have a Personal Relationship within the Company must not be in a direct or indirect reporting relationship with each other.

In particular, the Company prohibits all Intimate Relationships between individuals in a direct or indirect reporting relationship.

QUESTION: I want to refer someone who I know has a family member already contracting for BEH. Is that allowed?

ANSWER: Yes, it is acceptable to refer a contractor who has family members already contracting for BEH. However if the family member is contracting to an employee of the company, that needs to be disclosed and authorized.

Public disclosure of information

If you receive an inquiry for public information or comment, you should direct it to the BEH CEO

Protecting confidential information

Confidential information includes all BEH non-public information that may be of use to competitors or harmful to BEH or its customers, Contractors or other stakeholders, if disclosed. Accepting these guidelines means you are agreeing to not disclose confidential company information.



Confidential information can include:

- Information regarding TC Energy's business, operations, finances, strategies, business plans, or projects
- Engineering designs and reports
- Legal proceedings, contracts
- Environmental reports
- Land and lease information
- Technical, intellectual property and economic data
- Marketing information and field notes
- Sketches and photographs
- Electronic information assets (including emails, voicemails, and text messages)
- Computer records or software, specifications, models
- Other information which is or may be either applicable to or related in any way to the assets, business or affairs of BEH

Because such information is sensitive and can be used by competitors or others to hurt BEH, it must be protected.

If you find out such information while working or contracting for BEH, you must not disclose such information to anyone who does not need to know the information for legitimate business purposes. Such information also includes personal information of other contractors or staff.



Use and protection of BEH’s assets

BEH assets that you have access to for the completion of your duties must be protected and only used for legitimate business purposes.

You have an obligation to look after the assets that BEH provides to you in the course of your work, and you must protect these assets from loss, theft, damage and misuse.

For example, you are not to remove tools, construction materials or other resources from the worksite.

Additionally, using Company facilities and/or equipment to work on your personal assets, for personal activities or to store personal assets is not allowed.

What is a Company asset?	What can Company assets NOT be used for?
<p>Company assets can include:</p> <ul style="list-style-type: none"> ▪ Equipment ▪ Facilities ▪ Furniture ▪ Computers ▪ Telephones ▪ Supplies ▪ Tools ▪ Personal protective equipment ▪ Corporate credit cards ▪ Other resources 	<p>Company assets must not be used for:</p> <ul style="list-style-type: none"> ▪ Work on your personal assets or for personal activities ▪ Engaging in hate-based activities ▪ Downloading illegal material ▪ Viewing pornography ▪ Other inappropriate uses

End BEH Guidelines V1

