



CITY CRUISES CANADA POLICIES AND PROCEDURES

POLICY

POLICY: **D-5**
SUBJECT: **VOTING ON ELECTION DAY**
EFFECTIVE: **JANUARY 1, 2022**
SUPERCEDES: **FEBRUARY 8, 2016**

POLICY

Crew members of City Cruises Canada (CCC) are entitled to three consecutive hours of time off to vote in Federal, Provincial and Municipal elections.

1.0 GENERAL

- 1.1 A verbal request for time off to vote must be made at least one (1) week prior to Election Day.
- 1.2 If the crew member does not have three (3) consecutive hours off because of their work schedule, department managers will have the authority to specify when the time is to be taken (i.e., at the beginning or end of the crew member's shift).
- 1.3 Crew members who have three (3) consecutive hours off outside of their regular workday when the polls are open may not be granted additional time off. For example: The polls are open from 8:00 a.m. to 8:00 p.m. and a crew member is regularly scheduled to work from 8:00 a.m. to 5:00 p.m. The crew member has three (3) consecutive hours off after work to exercise the right to vote.

Further interpretation of this policy is the responsibility of the Vice President, Operations. The Company reserves the right to make, modify, revoke, suspend, terminate, or change any policy or procedure, in whole or in part, at any time.

Company Policy D-5 Voting on Election Day <i>Uncontrolled when printed</i>	Revision Date: January 1, 2022 Page 1 of 1	Approved by: LM RMS Document
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