

# **Schedule A – Terms & Conditions of Employment for Coastal Bliss Adventures Ltd.**

## **1. Employment Status & Exclusivity**

Your employment is **seasonal and scheduled**. Work assignments will be arranged as follows:

- **By weekly posted schedule** (subject to change based on operational needs).
- **As required, based on your availability.**

During employment, you agree **not to engage in any work** that competes with CBA or interferes with your duties unless prior written approval is granted.

## **Performance Expectations & Reassignment**

Guides are responsible for organizing and leading trips, as well as completing all pre-trip and post-trip duties in accordance with company standards. This includes adhering to budgeted meal plans, completing post-trip documentation, and conducting proper cleanup. Repeated failure to meet these expectations, as documented through trip performance reviews, may result in reassignment to a lower classification or alternate duties with adjusted compensation. Feedback will be provided after each review, and employees will be given a reasonable opportunity to improve prior to any reassignment. Reassignment under these conditions does not constitute termination or constructive dismissal.

## **2. Probationary Period**

Your first **three months** of employment will be a probationary period. During this time, CBA may terminate employment **without cause and without severance**. After three months, termination without cause will require **notice or pay in lieu**, as specified in Section 63(1) of the **Employment Standards Act of BC**.

Each season of employment shall constitute a separate term of employment. As such, each employee hired for a new season will be considered a new employee for the purposes of the probationary period. A probationary period of three (3) months shall apply to each new seasonal term of employment.

## **3. Hours of Work & Overtime**

- Hourly employees will work an average of up to 40 hours per week over a four-week averaging period, per Schedule G (Averaging Agreement).
- Wilderness guides are exempt from overtime rules under BC Employment Standards Regulation, Part 7.
- Overtime for non-exempt positions will be paid at 1.5x the regular rate for hours over 160 in a four-week period and 2x the regular rate for hours over 12 per day.
- Averaging Agreement Requirement

As a condition of employment, the employee agrees to enter into a work hours averaging agreement in accordance with the Employment Standards Act of British Columbia. This agreement allows scheduled hours to be averaged over a four-week period, and details are provided in Schedule G. By signing this employment agreement, the employee confirms their voluntary consent to the terms of the averaging agreement as part of their employment contract.

## **4. Payroll & Reimbursements**

- Employees are paid **biweekly via direct deposit**.
- **Timesheets must be submitted by the deadline** to ensure timely payment.
- The employee agrees that any **cheque or e-transfer reissues** required due to employee error will incur a **\$50 administrative fee**, which may be deducted from wages with prior written acknowledgment through this agreement.
- **Reimbursements** will only be issued upon submission of a **fully completed and accurate expense form**.

## **5. Vacation & Leave**

- **4% vacation pay** (equivalent to two weeks' pay annually) is added to each paycheck.
- Employees who complete one full year of service are entitled to take two weeks of vacation leave. This leave is **unpaid**, as the 4% vacation pay provided on each paycheck is compensation for this time off.
- Extended unpaid leave **beyond five days**, other than earned vacation time, **may result in employment termination**.

## 6. Termination

CBA may terminate employment **for cause** at any time. After the probationary period, CBA may terminate employment **without cause**, with notice **or severance pay** in compliance with BC law. Temporary layoffs, if required, will follow the **Employment Standards Act [RSBC 1996]**.

## Acknowledgment & Agreement

I, \_\_\_\_\_ [Employee Name], acknowledge that I have read, understood, and accept the terms and conditions outlined in this agreement and the applicable schedules.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CBA Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Schedule B – Terms & Conditions of Employment for Sea to Sky Expeditions Ltd.**

### **1. Employment Status & Exclusivity**

Your employment is **seasonal and scheduled**. Work assignments will be arranged as follows:

- **By weekly posted schedule** (subject to change based on operational needs).
- **As required, based on your availability.**

During employment, you agree **not to engage in any work** that competes with STS or interferes with your duties unless prior written approval is granted.

### **Performance Expectations & Reassignment**

Guides are responsible for organizing and leading trips, as well as completing all pre-trip and post-trip duties in accordance with company standards. This includes adhering to budgeted meal plans, completing post-trip documentation, and conducting proper cleanup. Repeated failure to meet these expectations, as documented through trip performance reviews, may result in reassignment to a lower classification or alternate duties with adjusted compensation. Feedback will be provided after each review, and employees will be given a reasonable opportunity to improve prior to any reassignment. Reassignment under these conditions does not constitute termination or constructive dismissal.

### **2. Probationary Period**

Your first **three months** of employment will be a probationary period. During this time, STS may terminate employment **without cause and without severance**. After three months, termination without cause will require **notice or pay in lieu**, as specified in Section 63(1) of the **Employment Standards Act of BC**.

Each season of employment shall constitute a separate term of employment. As such, each employee hired for a new season will be considered a new employee for the purposes of the probationary period. A probationary period of three (3) months shall apply to each new seasonal term of employment.

### **3. Hours of Work & Overtime**

- Hourly employees will work an average of up to 40 hours per week over a four-week averaging period, per Schedule G (Averaging Agreement).
- Wilderness guides are exempt from overtime rules under BC Employment Standards Regulation, Part 7.
- Overtime for non-exempt positions will be paid at 1.5x the regular rate for hours over 160 in a four-week period and 2x the regular rate for hours over 12 per day.
- Averaging Agreement Requirement

As a condition of employment, the employee agrees to enter into a work hours averaging agreement in accordance with the Employment Standards Act of British Columbia. This agreement allows scheduled hours to be averaged over a four-week period, and details are provided in Schedule G. By signing this employment agreement, the employee confirms their voluntary consent to the terms of the averaging agreement as part of their employment contract.

### **4. Payroll & Reimbursements**

- Employees are paid **biweekly via direct deposit**.
- **Timesheets must be submitted by the deadline** to ensure timely payment.
- The employee agrees that any **cheque or e-transfer reissues** required due to employee error will incur a **\$50 administrative fee**, which may be deducted from wages with prior written acknowledgment through this agreement.
- **Reimbursements** will only be issued upon submission of a **fully completed and accurate expense form**.

## 5. Vacation & Leave

- **4% vacation pay** (equivalent to two weeks' pay annually) is added to each paycheck.
- Employees **who complete one full year of service are entitled to take two weeks of vacation leave.** This leave is **unpaid**, as the 4% vacation pay provided on each paycheck is compensation for this time off.
- Extended unpaid leave **beyond five days**, other than earned vacation time, **may result in employment termination.**

## 6. Termination

CBA may terminate employment **for cause** at any time. After the probationary period, CBA may terminate employment **without cause**, with notice **or severance pay** in compliance with BC law. Temporary layoffs, if required, will follow the **Employment Standards Act [RSBC 1996]**.

## Acknowledgment & Agreement

I, \_\_\_\_\_ [Employee Name], acknowledge that I have read, understood, and accept the terms and conditions outlined in this agreement and the applicable schedules.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CBA Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Schedule C – Job Classifications and Pay Structure**

*(Guide & Outfitter and Technical Operations)*

### **Purpose of Schedule C**

Schedule C defines job classifications, minimum eligibility requirements, role scope, and assignment authority for employees of Coastal Bliss Adventures Ltd. and Sea to Sky Expeditions Ltd.

This schedule does not define entitlement to promotion.

Advancement within or between Guide & Outfitter (GO) levels is discretionary and subject to demonstrated readiness as defined in the Company's **Guide Development and Advancement Framework (Schedule H)**. Meeting minimum certifications, seasons, or experience thresholds does not guarantee advancement.

Demonstrated readiness includes sustained performance, professional judgment, and operational reliability, as assessed over time and defined in Schedule H.

### **Definitions (Applies to All GO Levels)**

#### **Season (for classification and advancement purposes)**

A “season” is defined as:

- a minimum of three (3) consecutive months of work, and
- at least forty (40) logged commercial trip days.

#### **Experience**

For the purposes of classification and advancement, experience refers to **commercial guiding work** performed in a professional guiding capacity.

Experience may include guiding work performed for:

- Coastal Bliss Adventures Ltd.
- Sea to Sky Expeditions Ltd.
- Cowichan Bay Kayaking
- other commercial guiding operators, subject to verification.

Guiding experience gained with other operators will be considered only where the guide provides a **verifiable log** that includes:

- trip dates
- location and route
- trip length and type
- role performed (e.g., assistant guide, lead guide)
- supervising guide or manager.

Trips listed must be **verifiable through the named supervisor or operator**.

Personal trips, training courses, certification programs, and partial seasons that do not meet the defined season threshold do **not** count toward experience requirements unless explicitly approved in writing by a Director.

#### **Role Assignment**

Pay rate and authority are determined by the role performed on a given assignment (e.g., lead vs assistant), not solely by GO level.

#### **Guide & Outfitter (GO) Classifications**

The Guide & Outfitter (GO) classification system defines progressive levels of responsibility, autonomy, and leadership from entry-level support roles to senior trip leadership.

Advancement through GO levels reflects increasing:

- decision authority
- risk responsibility
- system ownership
- leadership and mentorship expectations.

## **GO-I — Apprentice Kayak/Canoe Guide, Kids' Camp Assistant**

### **Primary Role Scope**

- Dock-based support
- Rentals and retail assistance
- Assistant on short kayak or canoe tours under direct supervision.

### **Minimum Eligibility**

- Activity-appropriate entry-level certification (where required).
- Minimum First Aid as required for assigned duties.

### **Authority & Limitations**

- May not lead multiday trips.
- Operates under direct supervision.

## **GO-II — Level 1 Kayak/Canoe Guide, Day Guide, Camp Leader**

### **Primary Role Scope**

- Lead short day tours.
- Kids' camp leadership.
- Dock operations and customer-facing roles.

### **Minimum Eligibility**

- Activity-appropriate Level 1 certification.
- One season of guiding or equivalent experience preferred.

### **Authority & Limitations**

- May lead short day tours.
- May not lead or assist on multiday trips except where explicitly assigned.

## **GO-III — Assistant Multiday Guide 1 (CBK + Some Multiday)**

### **Primary Role Scope**

- Assistant on multiday trips.
- Lead on short kayak tours.
- Dock operations and prep/cleanup.

### **Minimum Eligibility**

- Minimum one full season of guiding experience.
- Activity-appropriate certification.
- Post-secondary outdoor education or equivalent training preferred.

### **Authority & Limitations**

- May not lead multiday trips.
- Paid daily rate only when assigned to multiday trips.

## **GO-IV — Assistant Multiday Guide 2**

### **Primary Role Scope**

- Assistant guide on multiday hiking, sea kayaking, or canoeing trips.
- Lead on short kayak tours as assigned.

### **Minimum Eligibility**

- Minimum two full seasons of guiding experience.
- Advanced Wilderness First Aid (or equivalent).
- AOG or equivalent certification for multiday work.

### **Authority & Limitations**

- May take independent responsibility for assigned systems.
- Operates under the direction of a Lead Guide on multiday trips.

### **Lead Guide Classifications**

GO-V and above are lead roles. These positions carry primary responsibility for guest safety, trip execution, and system integrity.

Advancement beyond GO-IV requires meeting minimum eligibility **and** demonstrated readiness under Schedule H.

### **GO-V — Apprentice Lead Guide**

#### **Primary Role Scope**

- Lead multiday trips with an assistant guide present.

#### **Minimum Eligibility**

- Minimum two full seasons as an assistant guide.
- Activity-appropriate lead certification.
- Advanced Wilderness First Aid.

#### **Authority & Limitations**

- Lead authority exercised with available support.
- Advancement beyond GO-V requires demonstrated readiness under Schedule H.

### **GO-VI — Lead Guide 1**

#### **Primary Role Scope**

- Independent lead on multiday trips.
- Solo leadership where assigned.

#### **Minimum Eligibility**

- Minimum one full season of lead experience.
- Activity-appropriate Level 2 (or equivalent) certification.

#### **Authority & Limitations**

- Operates independently without oversight.
- Advancement requires demonstrated consistency and judgment beyond execution.

### **GO-VII — Lead Guide 2**

#### **Primary Role Scope**

- Lead on more complex, remote, or higher-profile trips.
- Positive developmental impact on assistant guides.

#### **Minimum Eligibility**

- Minimum two full seasons of lead experience.
- Continued professional development.

### **Authority & Limitations**

- Expected to influence outcomes beyond own trips.
- Advancement requires demonstrated mentorship capacity.

### **GO-VIII — Lead Guide 3**

#### **Primary Role Scope**

- Senior operational leader.
- Refinement of systems and leadership practice.

#### **Minimum Eligibility**

- Minimum three full seasons of lead experience.

#### **Authority & Limitations**

- Expected to demonstrate ongoing development.
- Experience alone is insufficient for advancement.

### **GO-IX — Lead Guide 4**

#### **Primary Role Scope**

- High-trust lead on flagship or sensitive trips.
- Informal support to other lead guides.

#### **Minimum Eligibility**

- Minimum four full seasons of lead experience.

#### **Authority & Limitations**

- Represents company standards without oversight.
- Advancement requires strong organizational alignment.

### **GO-X — Senior Trip Leader**

#### **Primary Role Scope**

- Long-term leadership capacity for the organization.
- Development of future lead guides.

#### **Minimum Eligibility**

- Minimum five full seasons of lead experience.

#### **Authority & Limitations**

- Promotion to GO-X is selective and expected to be rare.
- Role emphasizes stewardship over individual performance.

### **Technical Operations (TECHOPS) Classifications**

Employees may be assigned to Technical Operations roles as operational needs require.

Compensation aligns with duties performed.

- TECHOPS-I — Dock Staff / Retail & Rentals Assistant
- TECHOPS-II — Retail Lead / Shuttle Assistant
- TECHOPS-III — Operations Coordinator / Base Manager

### **Cross-Role Assignment**

Employees may work across GO and TECHOPS classifications where qualified.

Pay rate and authority are determined by the role performed for that assignment.

### **Advancement Criteria and Process**

Criteria for advancement, readiness evaluation, and guide development expectations are defined in **Schedule H — Guide Development and Advancement Framework**.

Schedule H governs decisions related to advancement within Lead Guide classifications and operates independently of minimum eligibility thresholds defined in this schedule.

## Schedule D – Pay Scales (2026)

The following pay scales apply to all Coastal Bliss Adventures and Sea to Sky Expeditions employees for the 2026 season. Pay is based on job classification, level of responsibility, and nature of the work (hourly or daily).

Pay rates increase with responsibility and required qualifications. Rates are reviewed annually and may be adjusted due to economic conditions and operational costs.

### 1. Guide & Outfitter (GO) Pay Rates (2026)

GO Level	Position Description	MINIMUM Years* of Lead experience (total years experience expected) *does not guarantee a level	Daily Rate (Lead Role)	Daily Rate (Assistant/Co-Guide Role)	Hourly Rate
GO-I	Apprentice Kayak/Canoe Guide, Kids' Camp Assistant		N/A	N/A	\$19.50
GO-II	Level 1 Kayak/Canoe Guide, Day Guide, Camp Leader		N/A	N/A	\$19.95
GO-III	Assistant Multiday Guide 1 (CBK + some multiday)		N/A	\$210.00	\$20.50
GO-IV	Assistant Multiday Guide 2	1 season asst (1-2)	N/A	\$225.00	\$22.50
GO-V	Apprentice Lead Guide	2 seasons asst (2-3)	\$265.00	\$245.00	N/A
GO-VI	Lead Guide 1	1 as Lead (3-4)	\$280.00	\$272.50	N/A
GO-VII	Lead Guide 2	2 as Lead (4-5)	\$300.00	\$282.50	N/A
GO-VIII	Lead Guide 3	3 as Lead (5-6)	\$320.00	\$292.50	N/A
GO-IX	Lead Guide 4	4 (6-7)	\$345.00	\$305.00	N/A
GO-X	Senior Trip Leader	5 (8+)	\$375.00	\$320.00	N/A

#### Note:

GO-III and GO-IV may work hourly at Cowichan Bay Kayaking or during prep/cleanup for multiday trips.

Experience ranges associated with GO levels indicate **typical readiness bands only** and do not constitute entitlement to advancement. Advancement decisions are governed by Schedule H.

### 2. Technical Operations (TECHOPS) Pay Rates

TECHOPS Level	Position Description	Hourly Rate
TECHOPS-I	Dock Staff / Retail & Rentals Assistant	\$19.50
TECHOPS-II	Retail Lead / Shuttle Assistant	\$20.00
TECHOPS-III	Operations Coordinator / Base Manager	\$23.00 or Salaried

### 3. Timesheets & Pay Periods

- Employees are paid **biweekly** by direct deposit.
- Hourly staff must submit timesheets on time for prompt payment.
- Issues with pay should be reported to management immediately.

#### **4. Vacation Pay**

- **4% vacation pay** is added to each paycheque.
- Employees completing one full year are entitled to **two weeks of unpaid leave**, as vacation pay is already paid out.

#### **5. Overtime**

- Multiday trip guides are generally exempt from overtime under BC's Employment Standards Regulation, Section 34.2.
- Hourly staff not working under an Averaging Agreement (Schedule G) are subject to BC overtime laws.
- Any overtime must be pre-approved by a Director.

#### **6. Professional Development & Training Reimbursement**

Guides are encouraged to engage in professional development during shoulder and non-guiding seasons.

The Company may contribute to or fully reimburse job-related certifications on a case-by-case basis. Training support must be pre-approved in writing.

Reimbursement is contingent on completion of a minimum of forty (40) field days within the current or following season. Early resignation or failure to meet this threshold may require partial or full repayment.

## **Schedule E – Employee Covenants**

This Schedule outlines the obligations of employees with respect to confidentiality, company property, and materials created during the course of employment. These covenants are designed to protect the intellectual property, operational systems, and brand identity of **Coastal Bliss Adventures and Sea to Sky Expeditions**.

### **1. Confidential Information**

Employees agree to maintain the confidentiality of all internal business matters and not disclose or use, for their own benefit or the benefit of others, any proprietary or sensitive information obtained during the course of their employment. This includes but is not limited to:

- Trip planning documents
- Operational systems and logistics
- Client lists and contact information
- Financial information
- Staff communications and internal evaluations

This obligation continues after the termination of employment.

### **2. Intellectual Property and Content**

Any materials created by an employee in the course of their employment—including photographs, written content (e.g., blog posts, guidebooks), videos, maps, or social media content—are considered produced under company direction and are the property of the company unless otherwise agreed in writing.

Employees must submit all photographic, video, and other content created during employment to the Directors within fourteen days of creation.

Employees may be granted permission to use select materials (e.g., photos for portfolios) with written approval from a Director.

### **3. Use of Company Materials**

Employees are not permitted to use company content, branding, or copyrighted materials for personal, commercial, or external purposes without prior written consent. This includes:

- Logos and marketing designs
- Web copy and published articles
- Photos and videos produced under company direction
- Trip reports and route guides developed internally

### **4. Return of Company Property**

Upon termination or completion of seasonal employment, employees must return all company-owned gear, uniforms, documents, media devices, and electronic files. Failure to return items in good condition may result in a deduction from final pay, subject to BC employment standards and the employee's signed authorization.

### **5. Non-Solicitation and Use of Guest Information**

Employees may not solicit or contact clients of Coastal Bliss Adventures or Sea to Sky Expeditions for the purpose of offering personal or third-party guiding services, either during or

after their employment, for a period of **12 months following the end of the employment relationship.**

The use of client contact information acquired through employment for personal or commercial purposes is strictly prohibited.

#### **6. Legal Jurisdiction**

These covenants are governed by and interpreted in accordance with the laws of the Province of British Columbia. Any disputes arising under this Schedule shall be resolved in that jurisdiction.

## **Schedule F – Employee Expectations**

This schedule outlines the professional expectations and responsibilities of all staff working for **Coastal Bliss Adventures**, **Sea to Sky Expeditions**, and **Cowichan Bay Kayaking**. These guidelines reflect our company values and our commitment to guest safety, high-quality experiences, and mutual respect.

These expectations apply to all staff, regardless of role or classification.

### **1. Guest Experience and Professionalism**

- Staff must represent the company with integrity, respect, and hospitality at all times.
- Every interaction with guests should be courteous, knowledgeable, and inclusive.
- Staff are expected to be punctual, prepared, and appropriately dressed for their role.
- When engaging with guests, use appropriate language and maintain a professional tone.
- Guides should be attentive to the overall guest experience, including emotional, physical, and situational factors that may affect a guest's comfort, confidence, and engagement.
- In guiding interactions, staff are encouraged to facilitate awareness of place, pacing, and meaningful contact with the natural environment without dominating the experience. This includes using prompts and pacing that support guests in noticing the landscape and events of the trip while maintaining situational judgment and leadership authority.
- Staff should avoid information overload and unnecessary narration, instead creating space for guests to notice, reflect, and engage naturally with their surroundings.

### **2. Team Conduct and Communication**

- Clear, respectful communication with fellow staff is essential to safe and effective operations.
- Disagreements or concerns should be addressed constructively and directly.
- Collaboration, support, and a team-first mindset are expected—especially in field settings.
- Gossip, passive-aggressive behavior, or unprofessional conduct are not acceptable.

### **3. Safety and Risk Management**

- Staff must understand and uphold all company safety protocols.
- Guides must be proactive in assessing risk—including weather, tides, terrain, wildlife, and group dynamics.
- Any near-misses or incidents must be reported promptly and honestly.
- All equipment must be properly inspected, cleaned, and maintained.

### **4. Guest Boundaries and Relationships**

- Romantic or sexual relationships with guests are strictly prohibited during trips.
- Any post-season relationship that develops must be disclosed to a Director.
- Staff must not share inappropriate personal information or engage in flirtatious behavior with guests.
- Professional boundaries must be maintained at all times.

### **5. Substance Use**

- Staff may not consume alcohol, cannabis, or other intoxicants during work hours or while responsible for guests or safety.
- On multiday trips, a **small amount of alcohol (e.g., 250 mL or less)** may be consumed by guides **only after all duties are complete**, including guest care, meal service, and cleanup.
- Any alcohol consumption must be **discreet, minimal, and not impair next-day performance**.
- **Cannabis and other intoxicating substances are strictly prohibited** on all trips, regardless of time of day.
- Impairment while on duty or inability to self-regulate off-duty consumption will result in disciplinary action.
- Off-duty substance use in town must not interfere with staff conduct, safety, reputation, or readiness to work.

## **6. Driving and Transportation**

- Only authorized staff may drive company vehicles. A valid driver's license is required.
- Drivers must obey all traffic laws and avoid distracted or aggressive driving.
- All trips must be logged, and keys returned as directed.
- Driving under the influence of any substance is grounds for immediate dismissal.

## **7. Environmental Stewardship and Leave No Trace**

- All staff are expected to model Leave No Trace principles.
- Campsites must be left clean and undisturbed.
- Wildlife must be respected and not disturbed for guest entertainment or photos.
- Waste must be packed out, and group behaviors must reflect a conservation ethic.

## **8. Staff Relationships and Conduct on Trip**

- Guides must work cooperatively, divide duties fairly, and support one another in the field.
- Personal differences must not affect trip quality or safety.
- Leadership and assistant roles must be respected, and decisions deferred to the designated Lead Guide when needed.
- Good communication and professionalism between guides is essential to group success.

## **9. Social Media and Public Representation**

- Employees may not post trip photos, videos, or guest content on social media without written permission from a Director.
- Any content representing the company must align with its values and tone.
- Guides must protect guest privacy and company content at all times.

## **10. Disciplinary Action**

Violation of these expectations may result in disciplinary action, up to and including termination of employment. The company will seek to resolve concerns fairly and professionally, but will act decisively when necessary to protect guests, staff, and the company's reputation.

## **Schedule G – Averaging Agreement (Voluntary, Hourly Employees Only)**

This schedule sets out the terms of an optional averaging agreement under **Section 37 of the BC Employment Standards Act**. It applies to hourly employees whose schedules fluctuate and who agree to average their hours over a period of time for the purposes of calculating overtime.

### **1. Purpose of Agreement**

This agreement allows the employer to schedule hours beyond 8 per day or 40 per week without automatically triggering overtime, by averaging work time over a defined period (e.g., 2, 3, or 4 weeks). This is intended to provide more flexibility in scheduling and compensation.

### **2. Eligibility**

- This agreement is available to **hourly employees only** (e.g., GO-I to GO-IV, TECHOPS-I to TECHOPS-III).
- Participation is **voluntary** and must be **agreed to in writing**.
- The agreement is a **condition of employment**, for employees holding flexible or variable-hour roles (e.g., food packing, shuttle driving, dock shifts).

### **3. Averaging Period**

- Hours will be averaged over a **4-week period**, as defined in the agreement signed by the employee.
- Overtime will be paid if the total hours worked exceed the permitted average:
  - Over 40 hours per week (averaged)
  - Over 10 hours in any single day

### **4. Scheduling Notice and Recordkeeping**

- The employer will provide a weekly written work schedule in advance during each averaging period.
- Employees agree to maintain accurate time records and submit timesheets as required.
- The employer will retain copies of signed agreements and schedules in accordance with BC Employment Standards.

### **5. Duration and Revocation**

- This agreement remains in effect until the end of the employee's seasonal contract, or until either party provides written notice to cancel.
- Either the employee or employer may cancel the agreement with **two weeks' written notice**, unless otherwise agreed.
- Upon cancellation, standard BC overtime provisions will resume immediately.

### **6. Employee Declaration**

By signing this agreement, the employee confirms:

- They understand their rights under the Employment Standards Act.
- They are entering this agreement voluntarily.
- They may ask questions and seek clarification at any time.

**Employee Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Employer Signature:** \_\_\_\_\_

## **Schedule H**

### **Guide Development and Advancement Framework**

*(Applies to Guide & Outfitter Levels V and Above)*

#### **1. Purpose and Scope**

Schedule H establishes the framework used by Coastal Bliss Adventures Ltd. and Sea to Sky Expeditions Ltd. to assess guide readiness for advancement within Lead Guide classifications. This framework applies to employees classified as Guide & Outfitter Level V (GO-V) and above. This schedule:

- defines advancement readiness standards
- identifies non-negotiable gating requirements
- clarifies how readiness is evaluated
- supports consistent, transparent decision-making

This schedule does not create an entitlement to promotion. Advancement decisions remain discretionary and subject to operational needs.

This framework formalizes advancement and performance practices already in use during prior seasons.

#### **2. Advancement Principles**

Advancement is not automatic. Meeting minimum eligibility requirements does not guarantee advancement.

Certifications and formal training qualify a guide to be considered for a role but do not, on their own, establish readiness.

Experience is necessary but not sufficient. Length of service alone does not determine readiness.

#### **3. Operational Reliability (Advancement Gate)**

Operational reliability is a baseline requirement for advancement.

Failure to meet operational reliability standards blocks advancement, regardless of performance in other areas.

Operational reliability includes:

- complete and timely trip preparation
- complete and timely cleanup and reset
- accurate and timely reporting
- proper equipment care and system closure
- respect for shared operational environments

Operational reliability is assessed on a pass / fail basis.

#### **4. Evidence of Readiness**

Advancement readiness is evaluated using observable, repeatable evidence across time, not isolated performance.

#### **5. Level-Specific Readiness Expectations**

Readiness expectations increase cumulatively with each Guide & Outfitter level.

Advancement to higher lead levels requires increasing judgment, autonomy, mentorship capacity, organizational alignment, and stewardship beyond individual trip execution.

## **6. Evaluation and Decision Process**

Advancement decisions are made by a Company Director or Directors.

There is no fixed timeline for advancement. Readiness may be assessed at the request of the guide or at the discretion of the Company.

## **7. Relationship to Other Schedules**

This schedule operates in conjunction with:

- Schedule C — Job Classifications and Role Structure
- Schedule D — Pay Scales
- Schedule F — Employee Expectations

Nothing in this schedule limits Company authority under Schedules A or B.

## **8. Acknowledgment**

By accepting employment, the employee acknowledges that advancement within Lead Guide classifications is discretionary and subject to demonstrated readiness as defined in this schedule.