

Employment Guide

Power Your Life

Vestas®



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Welcome To Vestas—Canadian Wind Technology

WE'RE GLAD YOU'VE JOINED THE VESTAS TEAM

Your contributions will help our company succeed.

Vestas has a strong reputation for the excellent performance of our wind turbines. Every employee plays an important role in maintaining our reputation by bringing our principles and standards to life every day as they perform their jobs, including our vision and mission:

- Our vision is to see wind power become as important a power source as fossil fuels—and as No. 1 in Modern Energy, we will lead the industry toward this goal.
- The Vestas' mission states that "Failure is not an option."

This Employment Guide will help you understand Vestas' expectations and how to respond to day-to-day situations at work, especially when there are many possible courses of action.

Our company's reputation is now your hands—and in the hands of everyone who works here. Each team member's personal dedication to excellence is what makes Vestas stand out from its competitors. Our commitment to outstanding quality in everything we do makes Vestas a great place to work, to learn and to belong.

Vestas appreciates the choice you've made to join our global team. Welcome!

HOW TO USE THIS GUIDE

Read it, keep it and refer to it when you need information.

Vestas provides this Employment Guide to help you get off to a good start and be successful in your job. All new employees are asked to read, understand and follow the guidelines in this Employment Guide, sign the Acknowledgement Form at the back of the guide, and then submit the form to People & Culture.

After you've read it, please keep this guide in a safe place so you can refer to it later, when you want to get information or to review a specific policy.

GET ANSWERS, IF YOU HAVE QUESTIONS

When in doubt, ask for help.

This Employment Guide is the best place to begin looking for answers to employment-related questions; however, you may have questions that the guide does not answer. You can always refer to Vestas' Intranet for additional information.

However, if you're uncertain about a policy or the company's standards, please seek advice. Here's where to get answers or discuss issues:

- Talk to your manager.
- Contact People & Culture (see contact information on Vestas' Intranet).

Managers are responsible for training employees on company standards and providing clear expectations regarding workplace conduct. In addition, managers and company leaders are expected to demonstrate these policies and standards for all employees.

REPORT CONCERNS

Speak up to protect your co-workers and our company.

Everyone is required to promptly report any problems, concerns or potential or actual violation of company policies as described in this Employment Guide. Vestas does not tolerate inappropriate behavior by employees, customers or suppliers, and will quickly investigate all reports and take appropriate action.

- Usually the first person with whom you should share your concerns is your manager.
- You may also report your concerns to People & Culture (see contact information on Vestas' Intranet).
- Follow the Whistleblower System (see guidelines on Vestas' Intranet) if you have knowledge of or suspect critical conditions or activities that may be in conflict with Vestas' policies, legal requirements or conditions that may harm Vestas financial position or reputation.
- Vestas will not retaliate against you (or allow anyone else to do so) for reporting a concern in good faith.

By helping to enforce our company's policies, all of us at Vestas can work together to build a rewarding, safe and productive work environment. (See also: Anti-Harassment and Anti-Discrimination policy, page XX.)

"Failure is not an option."

—Vestas' Mission

POLICIES MAY CHANGE

Vestas policies may change from time to time.

This Employment Guide is the primary document that describes Vestas' policies and procedures. It revokes and supersedes any prior summaries or statements of employment policies and procedures.

Vestas expects to revise and update this Employment Guide from time to time without advance notice. The company will advise employees of changes, additions or deletions in policies and procedures covered in this guide by communicating them in writing.

THIS GUIDE DOES NOT GUARANTEE EMPLOYMENT

Vestas' Employment Guide is not a contract of employment.

This Employment Guide is not a contract of employment. Vestas or the employee may terminate the employment relationship at any time, and with or without cause.

In addition, employees may be demoted, their job duties may be changed, or their benefits altered at any time, with or without cause, in accordance with applicable law.

Reference in this Employment Guide to "disciplinary action" includes all disciplinary action that Vestas may impose, up to and including termination.



Employment Practices

EQUAL EMPLOYMENT OPPORTUNITIES

You can expect fair and inclusive employment practices from Vestas.

Vestas has an Equal Employment Opportunity policy for applicants and employees. Vestas does not discriminate against an applicant or employee. Vestas does not unlawfully discriminate against any applicant or employee on any prohibited ground of discrimination under provincial human rights law. Here are some of the actions expected of you:

- If you are a member of management, you are responsible for ensuring that all employees follow Vestas' Equal Employment Opportunity policy.
- All employees are responsible for ensuring that, by their personal actions, Vestas' abides by the Equal Employment Opportunities policy.

DISABILITY ACCOMMODATIONS

Vestas is committed to helping those with disabilities enjoy work opportunities.

Vestas will provide reasonable accommodations for disabled applicants and employees, as long as the employee can otherwise safely perform the essential functions of the position, and provided that the accommodations do not impose an undue hardship on Vestas.

Here are some of the actions expected of you:

- Talk with your manager or People & Culture if you need accommodations to the work environment or the way your job is usually done.
- If required, provide documentation to support your request.

RELIGIOUS ACCOMMODATIONS

Vestas will make every effort to honor your religious needs.

Vestas will attempt to provide a reasonable accommodation for religious beliefs and practices of the employee, if to do so does not impose an undue hardship on the employee's department, or interfere with the employee's ability to perform the essential functions of his or her position.

Here are some of the actions expected of you:

- Talk with your manager or People & Culture to request a religious accommodation, for example to take leave for religious observances, allow for a time and/or place to pray, or wear religious garments.
- If required, provide documentation to support your request.

INDEFINITE TERM EMPLOYMENT

Important information about your employment relationship with Vestas.

Unless specifically provided elsewhere, you are free to voluntarily quit your employment at Vestas, and Vestas similarly is free to terminate your employment at any time, in accordance with applicable law. The publication of this guide does not constitute either an express or implied contract of employment and can be modified at any time at Vestas' sole discretion.

Consistent with this policy, Vestas reserves the right to impose discipline at any level, demote, transfer, assign or modify job duties, or otherwise alter the terms and conditions of your employment at any time, in accordance with applicable law.

Any agreement contrary to this policy must be in writing and must be signed by the President.

Here are some of the actions expected of you:

- Understand that your employment may be terminated.
- Understand that this Employment Guide does not constitute either an expressed or implied contract of employment.
- Be aware that no manager, supervisor, employee or other representative of Vestas has the authority to enter into any agreement for employment for any specified period of time, or to make any representation or enter into any agreement, either oral or written, contrary to the foregoing statement regarding your employment.

VOLUNTARY TERMINATION

You have the right to quit your job at any time.

Vestas will consider you to have voluntarily terminated your employment if you do any of the following:

- Resign from your employment with Vestas either in writing or by your conduct.
- Fail to return from an approved leave of absence on the date specified without authorization or a valid reason.
- Fail to report to work or call in for two or more consecutive workdays without authorization or a valid reason.

OUTSIDE EMPLOYMENT

Other jobs must not conflict with Vestas' business or interfere with your position.

Employees are expected to dedicate their full efforts to their employment at Vestas. However, you may have another job outside of Vestas, as long as it does not violate any of the company's policies, including the Conflict of Interest policy, and you continue to meet the performance standards of your job with Vestas.

Here are some of the actions expected of you:

- Notify your manager if you intend to obtain or have obtained outside employment. Failure to do so could result in disciplinary action.
- Understand that Vestas will schedule employees according to its business needs, regardless of any existing outside work commitments.
- Be aware that Vestas will evaluate all employees by the same performance standards, regardless of outside work responsibilities.
- If Vestas determines that your outside work interferes with your work performance or ability to meet the requirements of your job, you may be asked to terminate the outside employment if you wish to remain employed with Vestas.

EMPLOYMENT OF RELATIVES

Unless there is a conflict of interest, you can work with family members.

In many cases, it's fine for you to be related to a co-worker or to have another close relationship with another employee. Exceptions occur when a work relationship makes it difficult for you to use good judgment, maintain your objectivity, or place your responsibility to the company ahead of your personal relationship.

Vestas will not employ immediate family members when employing a family member would:

- Create a situation where one family member has influence over management decisions that impact the other.
- Create a supervisor/subordinate relationship with a family member.
- Create either an actual conflict of interest or the appearance of a conflict of interest.

Here are some of the actions expected of you:

- Follow this policy for hiring, assigning, transferring or promoting an employee.
- Understand that "immediate family members" include mother, father, husband, same-sex domestic partner, wife, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, and stepchild. This policy also applies to close personal relationships.
- If you marry or begin a close personal relationship with a co-worker, your employment may continue as long as it does not conflict with this policy. If there is a conflict, Vestas will determine which employee to transfer to avoid the conflict or if such transfer cannot be accommodated, which employee must leave employment.
- If you are unsure whether a conflict exists, consult with management immediately.

PRIVACY OF PERSONAL INFORMATION

Vestas keeps your personal information confidential.

Vestas maintains personnel files for each employee. Vestas will exercise its discretion to disclose documents in accordance with this policy and in conjunction with provincial privacy laws, if applicable.

Generally, Vestas will not reveal any information from your file to anyone inside or outside of the company unless a request is deemed appropriate, and in conjunction with provincial privacy laws (if applicable) and unless the request is:

- Accompanied with your written authorization
- In response to a subpoena, court order or order of an administrative agency
- In response to a government agency as part of an investigation by that agency of Vestas' compliance with applicable laws
- In a lawsuit in which Vestas is involved
- Required to administer employee benefits plans (to the extent necessary)
- Required for internal personnel management
- From a health care provider, as required
- From first aid or safety personnel, as required
- Otherwise required by applicable law

Here are some of the actions expected of you:

- You may request to inspect the contents of your file, except for letters of reference, and certain other limited kinds of information, at reasonable times and at reasonable intervals. Contact People & Culture if you wish to review your file.
- You may make copies of certain documents in your file. We reserve the right to charge for copies in certain circumstances.
- Know that Vestas will respond to reference checks you request by only confirming your dates of employment and position(s) held. Verification of wages for financial related purposes must be authorized by you in writing. Only People & Culture is authorized to respond to reference check inquiries.

Working Together

OPEN COMMUNICATION

Discuss concerns directly with your manager.

When everyone deals with concerns openly and directly with those involved, communications are clear and the work environment remains positive. Vestas requires all members of management to respond quickly and objectively to employee concerns without fear of retribution.

If your informal attempts at discussing issues do not result in resolution, you may speak with a People & Culture representative. Here's how this process works:

Step 1: Talk with your manager.

Before you contact People & Culture, discuss the issue with your supervisor and/or team lead to make every attempt to work together to resolve the problem. (If your supervisor is the subject of your grievance, skip this step and speak with a People & Culture representative.)

Step 2: File a formal complaint and meet with People & Culture.

If you cannot resolve the issue by discussing it with your manager, make a formal complaint in writing (or complete the Conflict Resolution form in the back of this Guide) and submit it to People & Culture.

You will then meet with People & Culture to discuss your complaint and work together to resolve the issue.

Step 3: Discuss further options to reach a resolution (if necessary).

If an agreement cannot be reached to resolve the problem to your satisfaction, the final step is to meet with People & Culture to determine a course of action that everyone involved will be required to follow.

ETHICAL STANDARDS

Perform your work in a legal, ethical and honest manner.

All of us at Vestas are committed to conducting business with the highest ethical standards. After all, doing the right thing and acting with integrity are two of the driving forces behind Vestas' success.

Everyone is expected to perform his or her work-related duties and activities in a legal, ethical and honest manner. When you are faced with an ethical decision, Vestas' Global Code of Conduct can help you respond with integrity. If you are uncertain of the best course of action, talk with your manager or People & Culture to determine the best response to the situation.

Here are some of the actions expected of you:

- Maintain a professional attitude in fulfilling your work responsibilities.
- Avoid any risk of becoming entangled in compromising situations.

Vestas takes ethical compliance very seriously. Unethical behavior, intentional or unintentional, may result in disciplinary action.

CONFLICTS OF INTEREST

Report personal interests that could affect your ability to be fair and objective.

A conflict of interest may occur when outside activities or personal interests interfere (or appear to interfere) with your ability to objectively perform your job or to act in the best interests of Vestas.

Conflicts of interest include any activities or agreements that could be in conflict with Vestas' interests or that could interfere with your ability to make unbiased, objective business decisions. Conflicts may include outside employment, business investments, or employment of relatives of Vestas employees or our customers, suppliers or competitors.

If you are not certain whether there is a conflict of interest, discuss it with your manager or People & Culture.

Here are some of the actions expected of you:

- Avoid any circumstances that may create a conflict of interest or even the appearance of a conflict.
- Inform your manager or People & Culture of a conflict of interest or potential conflict of interest.
- Report situations that could potentially have an adverse impact on work performance.
- Report any actual, potential or perceived conflicts of interest to your manager.

By discussing and reporting any potential conflicts of interest, you will have the opportunity to take appropriate action to eliminate actual conflicts. However, intentionally concealing a conflict or unknowingly participating in a conflict is just cause for disciplinary action.

GIFTS AND ENTERTAINMENT

Avoid gifts that could reduce your objectivity.

To maintain a fair and impartial business setting, Vestas does not allow employees to accept gifts or entertainment exceeding a \$300 CAD value. These items can affect the objectivity of our judgment and that of those who would like to provide them.

Here are some of the actions expected of you:

- Tell salespeople, vendors, suppliers or any other solicitors our company policy prohibits employees from accepting gifts or entertainment worth \$300 CAD or more.
- Understand that this includes meals, promotional items, travel or other gifts.

Accepting unauthorized gifts, promotional items, meals or entertainment may result in disciplinary action.

CONFIDENTIAL INFORMATION

Keep company information confidential.

As a Vestas employee, you may have access to and learn confidential and proprietary information about our company, vendors, suppliers, clients and customers. All employees are required to keep this information confidential.

If you are uncertain about whether information is confidential, consult your manager before discussing it with anyone.

Here are some of the actions expected of you:

- Do not discuss with any unauthorized person (inside or outside of the company) information that is confidential and not publicly available.
- You may request limited approval from your manager to disclose certain confidential information to a specific third party, but may only do so with prior written authorization.
- Employees may not use confidential information, obtained through their normal course of employment, to their personal advantage.
- Even after termination of employment, employees are not permitted to disclose confidential or proprietary information.
- Although you may wish to keep the terms and conditions of your employment private, you are permitted to discuss it with other employees or a third party if you choose.

Any violation of this policy may result in disciplinary action. In addition, employees who disclose confidential or proprietary information about the company's affairs or the affairs of a customer, without authorization, may be subject to legal action and may be held liable for any harm to the business or other damages.

PUBLIC STATEMENTS

The External Relations Department handles all outside communication.

The media, lawyers, or other third parties may ask Vestas employees for company information or to comment about their work or other activities directly or indirectly related to Vestas. Employees should not provide any statements and must refer all inquiries to Vestas' External Relations Department.



To ensure accuracy of public information about Vestas and to protect the company's reputation and confidential and proprietary information, the External Relations Department through Vestas in Portland, Oregon, handles all inquiries from outside the company.

Here are some of the actions expected of you:

- Only the Business Unit President, local Vice President or General Manager may provide written authorization to allow employees to provide certain information concerning the company to the media or other outside parties.
- Be careful to avoid making any public statements (written, verbal or electronic) to individuals, groups or the media that appear to represent Vestas or are made on behalf of Vestas.
- Forward requests for job references or employment verification (for current or former employees) to People & Culture.
- Although you may wish to keep the terms and conditions of your employment private, this policy does not prevent you from discussing this information with outside third parties if you choose to do so.

Any violation of this policy may result in disciplinary action.



INTELLECTUAL PROPERTY AND INVENTIONS

Your work belongs to Vestas.

Vestas retains legal ownership of any work you do for the company while you are a Vestas employee. This work includes anything that could have proprietary interest to Vestas, whether tangible or intangible, and whether Vestas actually uses it or not. This includes:

- Intellectual property, such as concepts, ideas, information, trade secrets, symbols and expressions, know-how, improvements, discoveries, developments, designs, methods, techniques, written or electronic documents, audio or video recordings, etc.
- Inventions, such as products and materials, processes, formulas, source and object codes, data, programs, works of authorship, forms, templates, outlines, procedures, etc.

Here are some of the actions expected of you:

- Maintain strict confidentiality of Vestas' intellectual property and inventions.
- Fully document all research and development activities.
- To avoid violating the intellectual property rights of others, do not disclose information from a former employer or ask an employee to do so.

Any violation of this policy may result in disciplinary action.

ANTI-HARASSMENT AND ANTI-DISCRIMINATION

We do not tolerate harassment or discrimination of any kind at work.

Everyone has the right to work in an environment that is free from harassment and discrimination. Vestas will not tolerate harassment or discrimination of employees by managers, supervisors, co-workers or third parties.

Vestas prohibits harassment or discrimination based on any characteristic protected by provincial legislation, including race, color, religion, pregnancy, physical or mental disability, ethnic or national origin, ancestry, age, gender, language, creed, military service or veteran status, ancestry, medical condition (including genetic characteristics) sex, sexual orientation, marital or civil status, family status, political convictions, or social conditions.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive or hostile working environment or that interferes with work performance. Conduct is considered harassment when any of the following apply:

- Submission to the conduct is made either an explicit or an implicit condition of employment.
- Submission to or rejection of the conduct is used as the basis for an employment decision.

- The harassment significantly interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.

Harassment can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures or cartoons regarding anyone's race, color, religion, pregnancy, physical or mental disability, ethnic or national origin, age, gender, language, creed, military service or veteran status, ancestry, medical condition (including genetic characteristics), sexual orientation, marital or civil status, family status, political convictions, or social conditions.

Sexual harassment in particular includes all of these prohibited actions as well as other unwelcome conduct such as requests for sexual favors, conversation containing sexual comments, inappropriate touching and unwelcome sexual advances.

In addition, harassment includes:

1. Any vexatious behaviour in the form of repeated and hostile or unwanted verbal or physical conduct that affects an employee's dignity or psychological or physical integrity creating a harmful environment for the employee.
2. Offensive comments, actions, gestures, jokes and / or innuendoes.
3. A single serious incident of such behavior that has a lasting harmful effect on the employee can also constitute harassment.

Reporting harassment or discrimination

- You are required to promptly report harassment or discrimination to your manager, if you feel you have been harassed or discriminated against, or you witness someone else being harassed or discriminated against.
- Report harassment or discrimination to People & Culture if you do not feel comfortable discussing this issue with your manager. (You are not required to report harassment or discrimination to your manager if that is who is engaging in the harassment or discrimination.)
- Managers who receive reports of (or observe) harassing or discriminatory conduct must inform People & Culture immediately.

Every report of harassment or discrimination will be investigated thoroughly, promptly and in as confidential a manner as reasonably possible. If Vestas determines in its sole discretion that harassment or discrimination has occurred, disciplinary action will be taken.

Retaliation prohibited

Vestas will not tolerate retaliation against any employee for cooperating in an investigation or for reporting harassment or discrimination in good faith. Employees who violate this policy will be subject to disciplinary action.

WORKPLACE VIOLENCE PREVENTION

Everyone has the right to a safe work environment.

Vestas is committed to maintaining a safe work environment that is free from intimidation, harassment or any threats of violence.

The company will not tolerate any conduct that threatens, intimidates or coerces an employee, a customer or any member of the public at any time, including off duty periods. This prohibition includes all acts of harassment, including harassment that is not based on a characteristic protected by or provincial law. (See also: Anti-Harassment and Anti-Discrimination policy, page XX.)

Here are some of the actions expected of you:

- Make every attempt to settle disputes and differences with other employees. Ask your manager or People & Culture to help resolve the situation before it escalates into potential violence. Vestas will not discipline any employee for raising concerns in good faith.
- Promptly report all threats of violence or suspicious individuals or activities to any manager or People & Culture. Be as specific and detailed as possible in your description of what you observed.

Vestas will promptly and thoroughly investigate all reports of violation of this policy and will protect, as much as practicable, the identity of the employee(s) making the report. In order to maintain workplace safety and the integrity of its investigation, Vestas may suspend employees, either with or without pay, pending investigation.

If Vestas' investigation determines that an employee is responsible for threats of violence or any other conduct that is in violation of these guidelines, the employee will be subject disciplinary action.

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DRUG- AND ALCOHOL-FREE WORKPLACE

Vestas prohibits drugs and alcohol anytime, anywhere business is conducted.

Vestas prohibits the unlawful possession, use, or distribution of illicit drugs, misuse of prescription drugs, and/or alcohol on company worksites at any time or by employees conducting company business at any time, in any location.

This policy helps to maintain a safe, healthful and efficient working environment for everyone and protect the company's property, equipment and operations, and the public at large. In order to maintain a safe workplace, Vestas reserves the right to conduct reasonable searches of an employee's work area and personal belongings to maintain a safe workplace for legitimate business purposes in the least invasive way possible in the circumstances.

Here are some of the actions expected of you:

- Employees may not use, sell, distribute or possess illegal drugs, including any drug illegal under any law or controlled substances, during working hours or on Vestas or Company property or while using Vestas equipment or vehicles. Employees may not report to work under the influence of a controlled substance.
- Employees may not consume alcohol during working hours or report to work under the influence of alcohol. Employees may not possess open containers of alcoholic beverages in company vehicles and equipment, around the worksite or on company property, or while conducting business on behalf of Vestas.
 - The only exception to this rule is when alcohol is being consumed as part of an approved company social function. In such an event, employees must ensure that they act reasonably and responsibly and at no time become intoxicated or otherwise consume excessive amounts of alcohol.
 - SBU Only: Employees working at a project or service site should use caution when consuming alcohol outside of work hours. Vestas will not reimburse any employees working at a project or service site for the cost of alcohol purchased while assigned to or visiting the site, regardless of their job classification or if they are there on a temporary or full-time basis.
- Employees must notify their manager within five days of any conviction related to violating any federal and/or provincial legislation relating to the use, production, possession, processing, manufacturing, selling, disposition, transportation or importation of any illicit or controlled substances, or alcohol. Employees whose position requires them to drive a vehicle must notify their manager within five days of any restriction, revocation or suspension of their license.



- Employees may appropriately use prescription drugs prescribed by a health care provider or over-the-counter medications, provided they can satisfactorily and safely perform all of the essential functions of their job while using the medication. Vestas may require an employee to see a health care provider at Vestas' expense, to confirm whether the employee can satisfactorily and/or safely perform the essential functions of the job while using the medication.
- Employees in a safety-sensitive position must comply with Vestas' drug testing program as a condition of employment. Refusal to take a required drug test or failure of a drug test will result in disciplinary action. Refusal to test includes, but is not limited to, adulteration or substitution of a urine sample.
- Employees who work off premises are subject to the same Drug- and Alcohol-Free Workplace policy as other employees.

Employees who violate any aspect of this policy may be subject disciplinary action, up to and including termination, and referral for prosecution for any violations of the law.

Vestas may reasonably accommodate any employee who wishes to voluntarily enter and participate in a drug or alcohol rehabilitation program, in accordance with all applicable laws. Rehabilitation, however, is not a substitute for discipline.

DRUG AND ALCOHOL TESTING

All Vestas employees are subject to drug and alcohol testing when there is reasonable cause to suspect violation of company policy or anytime a work-related accident occurs.

Reasonable Suspicion

- In accordance with applicable provincial law, employees in a safety sensitive position may be required to submit to a drug or alcohol test when there is a reasonable suspicion that they have violated the Drug- and Alcohol-Free Workplace policy, or are under the influence of drugs, including illegal drugs, prescription drugs for which the employee does not have a prescription or prescription drugs that are not being taken in accordance with a health care provider's direction, and/or alcohol while working, on Vestas' property or while operating Vestas' vehicles, machinery or equipment.

- “Reasonable suspicion” means suspicion based on specific personal observations that a Vestas manager or supervisor can describe concerning the appearance, behavior, speech or odor of the employee.
- When reasonable suspicion exists, Vestas will transport the employee to the specimen collection site. After specimen collection is completed, the employee will be transported to his/her residence at Vestas’ expense.

Post-Accident

- In accordance with applicable provincial law, employees involved with a work-related accident may be required to submit to a drug or alcohol test where impairment is reasonably suspected to be a contributing factor. This includes employees who sustain a work-related personal injury, cause another employee to sustain a work-related personal injury, cause a work-related accident, or employees who were operating or helping to operate machinery, equipment or vehicles involved in a work-related accident that results in an injury.
- An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying Vestas of his/her location if he/she leaves the scene of the accident prior to submission to such test, may be considered by Vestas to have refused to submit to testing.
- If there is suspicion of alcohol involvement, the employee may be required to submit to an alcohol test within two hours of the accident.

An employee has the right to refuse to submit to drug and alcohol testing; however, refusal by an employee to submit to such a test will result in disciplinary action up to and including termination. Refusal to test includes, but is not limited to, adulteration or substitution of a urine sample.

Drug Testing Procedures

A health care provider acting as a Medical Review Officer (MRO) will review all positive controlled substance test results before they are reported to Vestas.

- If the testing laboratory reports a positive result to the MRO, the MRO will contact the affected employee (in person or by telephone) and conduct an interview to determine if there is an alternative medical explanation for the controlled substance found in the employee’s results.
- Employees will be given an opportunity to discuss the use of medically authorized drugs and any over-the-counter drugs with the MRO prior to any positive test result being reported to Vestas.
- If the affected employee provides appropriate documentation and the MRO determines that legitimate medical reason for the presence of the controlled substance exists, the controlled substance test result shall be reported as negative to Vestas.

In the event of positive test results, Vestas shall inform the employee of the positive test result and the employee’s right to request an additional test of the same specimen at a different certified laboratory at his or her own expense.

The employee must notify Vestas of his/her intention to obtain the additional test within 24 hours after notice of the positive test result. The employee will be suspended without pay pending the result of the additional test.

In the event of a positive test result on the additional test, and if deemed to be appropriate, the employee will be disciplined, up to and including termination of employment. In the event of a negative test result, Vestas shall pay for the additional testing and any lost wages based on the employee’s regular work schedule.

SECURITY INSPECTIONS

Drugs, alcohol or weapons are prohibited at work.

Where Vestas concludes it is reasonable and necessary to do so, Vestas will conduct random security inspections in order to maintain a work environment that is free of illegal drugs, alcohol, weapons or other improper materials. To this end, the company prohibits the control, possession, transfer, sale, or use of such materials on its premises.

While Vestas will, in each case, determine the most appropriate and least intrusive method necessary in the circumstances of carrying out a search, employees should not expect privacy in their workspace, including desks and lockers. Security inspections may be conducted on any package (including purses, bags, briefcases, backpacks, etc.) and person entering and/or leaving the premises.

Here are some of the actions expected of you:

- Do not bring prohibited items such as guns, drugs or alcohol onto the company’s premises.
- Be prepared to submit to random security inspections where Vestas has reasonable suspicion of possession of prohibited items.
- Employees must accommodate the inspection of desks, lockers and other storage devices by any agent or representative of the company at any time, either with or without prior notice.
- Understand that Vestas may inspect not only desks and lockers, but also packages and persons entering and/or leaving the premises.

Vestas will confiscate prohibited items and conduct an investigation regarding any items found in an employee’s possession. Employees who violate any company policies are subject to disciplinary action and referral for prosecution for violating the law.

Your Job At Vestas

ON-THE-JOB CONDUCT

Do your job with integrity, in keeping with company values.

When everyone follows the policies and guidelines described throughout this Employment Guide, we all enjoy a professional, productive and safe work environment. In short, Vestas expects employees to act in a reasonable way that reflects our company's values—with honesty, integrity and for the common good.

While it is not possible to list every situation you may encounter on the job, this Employment Guide provides guidelines you can apply in most cases. However, if you have questions about the best response, please discuss them with your manager or contact People & Culture.

Here are some examples of the actions expected of you:

- Fulfill your job duties to your manager's and supervisor's satisfaction.
- Perform work instructions as directed by your supervisor or other authority.
- Attend work on time as scheduled; do not incur excessive or unauthorized absences.
- Behave in a professional manner; boisterous or disruptive activity is not acceptable.
- Uphold all safety standards and policies.
- Protect company property; do not steal, abuse or use it without authorization.
- Maintain accurate records; do not falsify information, results or reports.
- Comply with the Drug- and Alcohol-Free Workplace policy.
- Follow the Anti-Harassment and Anti-Discrimination policy; Vestas will not tolerate harassment, intimidation, violence or discrimination that violates its policies and/or provincial legislation. Vestas does not tolerate retaliation of any kind for filing a complaint or participating in an investigation regarding harassment, discrimination or retaliation.
- Keep weapons, explosives and other dangerous materials off company and customer worksites and property.
- Advise Vestas immediately if your driver's license is revoked, restricted or suspended.
- Operate vehicles properly in the performance of your job duties; becoming disqualified to operate a vehicle (by the insurance company or vehicle leaser) is not acceptable and may result in discipline up to and including termination.

While it is not possible to list every situation you may encounter, behavior that is not in keeping with company expectations is unacceptable and could lead to disciplinary action.

Management will determine the appropriate level of discipline for employees who fail to meet Vestas' performance and behavior expectations on a case-by-case basis in its sole discretion.

COMMON COURTESY

Treat everyone with respect.

In all situations, be respectful toward others, treating co-workers, customers, suppliers and any other people whom you come in contact with at work in a courteous manner.

Here are some of the actions expected of you:

- Greet customers or members of the public on the phone and in person in a cordial and positive manner.
- Treat all individuals at work or on company premises with respect.
- Provide prompt and courteous service to all customers and co-workers.
- Respond to voice mails and emails in a timely manner, within 24 hours, if possible.

ATTENDANCE AND PUNCTUALITY

Be reliable and on time in reporting to work.

Your work team depends on you to fulfill your job as scheduled; missing work or being late affects others and your team's ability to achieve work goals and meet deadlines. It is vitally important that everyone arrive at work on time and ready to do his/her job.

Make every attempt to schedule health care provider visits, school conferences and other personal activities outside normal working hours. When that is not possible, work with your manager to request time off when it is least disruptive to your department.

When illness or emergencies happen, call your manager and explain the situation (only leaving a message is unacceptable) as soon as you know you will be late or absent.

Here are some of the actions expected of you:

- Report to work on time for your scheduled shift.
- Return to work on time after your lunch and breaks.

Our company's reputation is in your hands—and in the hands of everyone who works here. Each team member's personal dedication to excellence is what makes Vestas stand out from its competitors.

- Schedule all medical and personal appointments outside normal working hours, if possible.
- Tell your manager before the beginning of your shift, if you will be late or absent. (Tell your manager and Vestas' benefit manager if you will be absent for reasons related to a pre-approved leave.)

Employees who are excessively absent (as determined by Vestas) or late are subject to disciplinary action, including termination of employment. Missing two or more consecutive days of work (without a valid reason) is considered job abandonment.

WORK HOURS FOR FIELD-BASED EMPLOYEES

Be safe and maintain work/life balance.

Working excess hours can compromise your work performance, job safety and your work/life balance. Direct supervisors will monitor hours and job demands, ensuring that employees do not exceed reasonable hours, and as a result, jeopardize mental alertness, job safety or personal responsibilities.

Here are some of the actions expected of you:

- If you feel your hours compromise your work performance or have an adverse impact, discuss it with your supervisor.
- Ensure that you stay within the maximum allowable average: 44 hours/week in accordance with provincial standards. Your manager is responsible for challenging the safety appropriateness of working extended hours.
- If additional work time is required, and you are a non-exempt employee, you must obtain documented approval prior to working the additional hours, based on your position shown below. All hours worked will be compensated.

Non-exempt Service Site Technicians

- 50 to 60 hours/week require first level manager approval (Site Manager).
- 60+ hours/week or 12+ hours/day require second level manager approval (Area/Regional Manager).

Non-exempt Field Resource Technicians

- Follow an alternative work schedule to comply with the maximum allowable average under provincial standards legislation.
- 60+ hours/week require second level manager approval (Project Manager).

Exempt Field Employees

- Consider these guidelines and use your judgment to determine a work schedule that allows you to maintain peak work performance and job safety while completing work assignments.

BREAKS AND MEAL PERIODS

Everyone must take work breaks in keeping with legal guidelines.

Rest periods and meal periods give everyone a short break from work to rest. Breaks are essential to maintaining a safe work environment where everyone is alert and physically prepared to do their jobs.

During breaks, non-exempt employees should not have any work responsibilities (such as answering phones, preparing paperwork, etc.). Non-exempt employees must take breaks as required by applicable provincial employment standards legislation. See your immediate supervisor for the breaks and meal period requirements in your province.



Here are some of the actions expected of you:

- Non-exempt employees must take rest periods approximately halfway through the first and second halves of the work shift, depending on operational needs.
- Non-exempt employees must take meal periods as close to mid-shift as possible.

For non-exempt employees, meal and rest periods cannot be waived (unless allowed by law), combined, nor used to allow an employee to come in late or leave early from work.

PERSONAL APPEARANCE

Dress appropriately for your job.

As employees, we are all company representatives, and it's important that we maintain professional standards, especially for those who work directly with customers and business partners. Everyone is expected to have a neat, clean appearance and dress suitably for their role.

Here are some of the actions expected of you:

- Dress appropriately for your job (ask your manager what is acceptable).
- Wear uniforms as required; these will be provided and paid for by Vestas, if appropriate.

- Keep any company-issued uniforms clean and in good repair.

If your manager determines that your clothing is inappropriate for any non-discriminatory reason, you may be sent home without pay, until you return to work wearing appropriate clothing.

PERSONAL ELECTRONICS

Generally, do not use personal electronics on the job.

Many employees have personal electronics, such as cell phones, personal digital assistants (PDAs), MP3 players, etc. These are valuable tools that help people manage their busy lives.

However, on the job, these devices could cause distractions that affect productivity, the work environment and safety. Everyone is expected to use them appropriately to avoid interference with work responsibilities.

Here are some of the actions expected of you:

- In general, silence cell phones, do not answer non-urgent calls, do not send or receive text messages, or otherwise use personal electronics during working hours, unless specifically approved by your manager.
- Use personal cell phones only for urgent matters during work hours; keep contact limited and brief.
- You may use personal electronics anytime during breaks or meal periods.

Misuse of personal electronics may result in disciplinary action.

COMPANY PROPERTY

Be a good steward of Vestas' equipment and materials.

Depending on your job responsibilities, you may have company property, materials or written information issued to you. While these goods are in your possession, they are your responsibility to protect and secure.

Here are some of the actions expected of you:

- Take responsibility for all property in your possession or under your control.
- Return all company property that is in your possession or control in the event of termination of employment, resignation, layoff, personal leave of absence, or immediately upon request by the company.

Where permitted by applicable laws, the company may withhold from your check or final paycheck the cost of any items you did not return when required. The company may also take all actions deemed appropriate to recover or protect its property.

CHARITABLE REQUESTS/SOLICITATION

Refrain from asking for contributions at work or distributing literature in the workplace.

Many of Vestas employees are actively involved in worthy volunteer efforts. Vestas commends their charitable spirit; however, to ensure a productive work environment, the company has strict guidelines regarding sharing information about these activities with co-workers.

Here are some of the actions expected of you:

- You may solicit donations, invite participation and distribute literature concerning your charitable activities only during non-work hours. Use of the company's computer, intranet, email, telephone, or voice mail systems for this purpose is prohibited at all times.
- Submit information you would like to post on bulletin boards or computer networks to People & Culture; obtain approval before posting any information.

Non-Vestas employees may not solicit or distribute literature in the workplace at any time, for any purpose.

COMPANY CREDIT CARDS

Use them for valid business purposes only.

When appropriate, Vestas may issue company credit cards to employees to pay for expenses incurred during the normal course of business. If you are issued a company credit card, Vestas allows you to only use the card for business-related charges.

Here are some of the actions expected of you:

- Never use your Vestas issued credit card for cash advances, even for business-related expenses, as expense reports must be itemized. A manager may authorize rare exceptions to this policy.
- Never use your Vestas issued credit card for personal expenses, even if you plan to pay it back.

Vestas does not allow unauthorized charges; this will lead to disciplinary action, which may include permanent revocation of credit card privileges through Vestas.

PERSONAL INFORMATION

Keep your data up-to-date.

Everyone is responsible for providing Vestas with accurate and complete personal information. This will keep all of your benefits, paychecks and taxes accurate and up-to-date.

Here are some of the actions expected of you:

- Notify People & Culture promptly if any personal information changes, such as your mailing address, telephone number(s), dependent/marital status, emergency contacts, educational accomplishments, etc.
- Complete the Change of Address form (available from your manager or on Vestas' Intranet) to update your personal information; turn it in to People & Culture.

Employee Development

PERFORMANCE REVIEWS

Vestas helps you reach your highest potential.

Vestas conducts a formal employee Performance and Development Dialogue (PDD) once a year for each employee. These typically take place during the first quarter of the year and are conducted by each employee's manager or supervisor.

Here are some of the actions expected of you:

- Take advantage of the opportunity to review your accomplishments for the year with your manager.
- Discuss any challenges you have with your job and talk with your manager to identify solutions.
- Set goals for the next year.
- Share your career goals and ask for help in working toward achieving them.

PROMOTION FROM WITHIN

Take advantage of opportunities to advance your career.

Vestas is committed to helping employees realize their full potential by encouraging everyone to grow in their professional careers within the company.

Here are some of the actions expected of you:

- Discuss your career aspirations and interest in promotional opportunities within Vestas with your manager or People & Culture.
- Understand that Vestas will consider your general performance, the company's needs and other factors that could impact the best interests of the company before making any employment decisions.
- Apply for jobs on Vestas' Intranet site under Jobs Vacant.

Vestas reserves the right to decide whether to allow any internal transfer or promotion.

EMPLOYEE EDUCATION PROGRAM

Vestas provides support to help you pursue advanced studies.

Vestas recognizes the value of higher education and offers an Employee Education Program to help employees pursue advanced studies. This program reimburses tuition up to \$5,000 CAD for the calendar year for courses provided by an educational institution (community college, college, university or vocational/technical training center) for education credits.

Note: Vestas is committed to providing training to enable employees to perform their jobs. Talk with your manager about attending workshops and seminars for professional development; financial support for these types of trainings are handled separately from the Employee Education Program.

To qualify for the Employee Education Program, you must:

- Have completed one year of service in regular full-time status (30 hours or more per week) and achieved a "met expectations" or better on your last performance review.
- Seek reimbursement only for program/course(s) of study that directly relate to your job and will help to maintain or improve skills needed in that position within Vestas.
- Agree that you will continue to be employed by Vestas for at least one year following the date you complete the last approved course. However, in no case, does this commitment to work at least one year modify the at will nature of the employment relationship, and in particular Vestas' ability to terminate your employment with or without cause within one-year period. If you end your employment with Vestas following the date you complete the last approved course, you must refund the amount reimbursed for the preceding 12 months.
- Take education courses outside of your regularly scheduled, paid working hours (you may use approved vacation time).
- Complete an Employee Education Grant Agreement and receive signed approval from your manager and People & Culture before starting a course and prior to seeking reimbursement.

Our commitment to outstanding quality in everything we do makes Vestas a great place to work, to learn and to belong.

Here are some important points for employees who participate in this program:

- Be aware that this program provides reimbursement; you will not receive prepayment.
- Understand that the program provides reimbursement only for tuition and book costs; grants, scholarships and other assistance will be deducted from eligible amount. The program does not reimburse related costs such as supplies, lab fees, technology, exams, student activities or graduation, parking or mileage, etc.
- Vestas will provide reimbursement at 50% of the covered employee-paid expenses at the beginning of the term. The remaining amount will be reimbursed after the course is completed based on your grade: A=100%, B=75%, C=50% (Pass= 100% for Pass/Fail courses).
- Complete an Application for Tuition/Course Reimbursement, attach itemized receipts and/or registrar statements, and obtain all required signature approvals for each reimbursement requested. Vestas will promptly process reimbursement requests that you properly submit.
- Submit your transcript (the original or a copy) with your course grade to your manager within two months of completing the course.
- If you withdraw from the course prior to completion, for any reason other than at Vestas' written request, you must refund the reimbursed amount to the company. This amount will be deducted from your pay according to an agreed-upon repayment schedule, or as the company sees fit.



Your Benefits

At Vestas, we believe that employees are critical to our future success. Our goal is to continue to attract, retain and develop top talent across the globe—people with the skills and experience to help us reach our goals.

Therefore, we are committed to offering employees a total rewards compensation package that provides competitive pay, benefits and work experience. The variety and value of the benefits available to you demonstrate Vestas' commitment to you and your partnership in the company's success.

BENEFITS ELIGIBILITY

Vestas offers employee benefits to help you live well.

Your benefit eligibility is based on your employment status:

- Regular, full-time employees are eligible to participate in all benefits.
- Part-time employees (working less than 30 hours a week) are ineligible for benefits, except for the Registered Retirement Savings Plan.
- Temporary employees are not eligible for any benefits.

A break in service could affect your benefits eligibility:

- If your employment ends and you are rehired within six months of your last day of employment, unless otherwise provided by the applicable benefit plan, your hire date will be considered your original hire date for benefit-eligibility purposes.
- If your break in service is longer than six months, your hire date will be your most recent date of hire.

Vestas reserves the right to change, modify, amend or revoke any benefit plan it offers without notice.

HEALTH CARE PLANS

Competitive benefits help you and your family stay healthy.

Vestas offers health care coverage for all regular, full-time employees and their families. The Health Care Plans include health, dental, vision and prescription drug coverage. This Employee Guide provides an overview; please see the Summary Plan Description for complete details. (The Summary Plan Description is the final authoritative documentation of coverage, exclusions and conditions.)



Every employee plays an important role in maintaining our reputation by bringing our principles and standards to life every day as they perform their jobs. This Employment Guide helps you know how to respond to day-to-day situations at work, especially when there are many possible courses of action.

Here are some of the actions expected of you:

- Enroll in your Health Care Plan within 30 days from your eligibility date at Vestas. People & Culture will provide an enrollment instructions that explains what you need to do.
- Your coverage begins on the first day of the month following your hire date.
- Please refer to Vestas' Intranet site for more information about the Health Care Plans.

LIFE INSURANCE

Vestas helps you provide financial security for your beneficiaries.

Vestas provides Life Insurance in the amount of two times your base salary for all regular, full-time employees. This coverage can help your family meet financial needs in the absence of your income.

You may also purchase optional Supplemental Life Insurance to increase your Life Insurance benefit, and/or purchase Life Insurance for your spouse or children. See all Plan Descriptions for details, including maximum amounts.

Here are some of the actions expected of you:

- You do not need to enroll in Life Insurance; the company pays for this coverage, which begins on the first day of the month following your hire date.
- If you wish, you can apply for Supplemental Life Insurance at any time during your employment with Vestas.

GROUP RETIREMENT SAVINGS PROGRAM (GRSP)

Vestas helps you save for the future.

Regular, full-time and part-time employees of Vestas in Canada have the opportunity to participate in the Registered Retirement Savings Plan (RRSP) beginning on the first day of the month following your hire date.

Here are some of the actions expected of you:

- Enroll in the Registered Retirement Savings Plan at any time during your employment with Vestas.
- Please refer to Vestas' Intranet for more information about the Registered Retirement Savings Plan.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Free, confidential help for personal issues is just a phone call away.

Vestas gives you a hand in juggling life's demands through the Employee Assistance Program (EAP). This free, confidential help for personal issues is just a phone call away and is available 24 hours a day, seven days a week.

When you call the EAP, you'll talk to an EAP professional who may be able to help you find solutions to resolve your problem right away. Or you may be referred to a counselor located near you. All services are confidential unless you otherwise provide written approval to release information.

Here are some of the actions expected of you:

- Regular, full-time employees may contact the EAP for help with personal issues at any time.
- Your manager may refer you to the EAP for help with issues affecting your work performance.
- Please refer to Vestas' intranet site for more information about the EAP.

Your Pay

TIMEKEEPING

It's your responsibility to accurately report the hours you work.

It's up to all non-exempt employees to report their hours correctly in order to receive an accurate paycheck on payday. Managers are responsible for explaining how to report hours within their Business Units.

Here are some of the actions expected of hourly, non-exempt employees:

- Report your hours within payroll deadlines as provided on Vestas' Intranet.
- Record the actual hours you work as the local time, using the 24:00 hour clock. If you travel for work to a different time zone, record your hours in that time zone (on your travel day, record your hours in the time zone in which your travel originated).
- Unless your manager authorizes you to do so, do not report for work more than five minutes prior to your scheduled starting time or stay more than five minutes after your scheduled stop time. (However, report all hours that you work.)

PAYDAYS

Everyone is paid every other Friday.

Vestas pays all employees every other Friday. In the event that a regularly scheduled payday falls on a day on which the company is closed for business (for example, on a holiday), employees will be paid on the last day of work before the regularly scheduled payday.

Here are some of the actions expected of you:

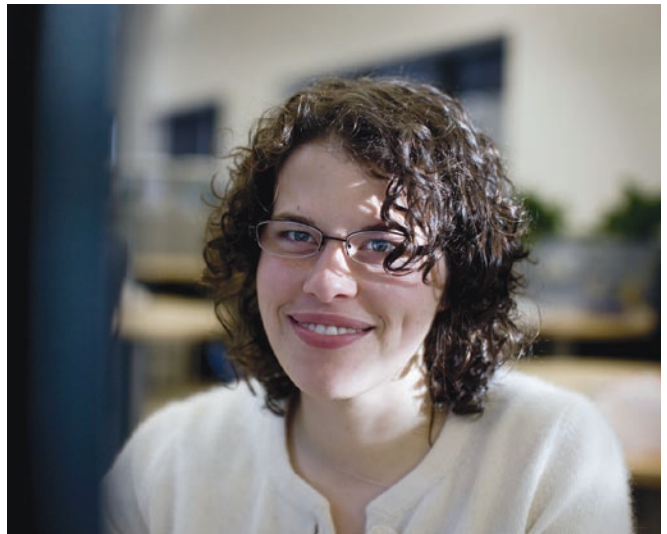
- File a signed and dated statement with your site office if you wish to designate another person to pick up your paycheck for you.
- Promptly contact your immediate supervisor if you believe there is an error in your amount of pay.
- You may elect to have your pay automatically deposited into your bank account through direct deposit.

VACATION PAY

Vestas provides vacation benefits that give you paid time off.

Employees will be entitled to take vacation time off, as the vacation time is accrued in accordance with the provisions of applicable employment standards legislation. Regular full-time employees accrue four weeks of annual vacation, beginning on the first day of work, at the rate of 6.16 hours per pay period (prorated in your first year based on your hire date). If you have an alternative work schedule, you may accrue vacation at a different rate.

You may accrue up to 200 hours of vacation time; when you accrue 200 hours, you will not accrue any additional vacation time until you use some of your vacation time.



Here are some of the actions expected of you:

- Obtain advance approval from your manager to use vacation time.
- You may use vacation time as you accrue it; everyone is encouraged to use earned vacation time during the benefit year following its accrual.
- You will not receive vacation pay in advance, or beyond what you have accrued.
- You may not receive pay in lieu of vacation time, except on termination of your employment.
- When your employment is terminated, Vestas will pay all accrued, unused vacation time.

HOLIDAY PAY

Vestas observes many statutory holidays.

Vestas' offices are closed for business to observe certain statutory holidays, and at a minimum, as required by applicable employment standards legislation. Paid holidays will vary depending on the province in which the employee is employed.

On these paid holidays, employees receive their regular pay as they would any other normal workday. In those situations where an employee is required to work on a statutorily recognized holiday, the employee will receive their regular pay (as they would any other normal workday), plus Holiday Pay, as provided for under provincial law.

The statutory holiday's that Vestas observes may vary from year to year, and are announced in advance each year. The list of Vestas observed statutory holidays is available for your reference on Vestas' intranet site.

EMPLOYMENT DEFINITIONS

Definitions of a Workday and Workweek

Workday (Non-Exempt Employees): Any consecutive 24-hour period starting at the same time each calendar day.

Workday (Exempt Employees): 8:00 a.m.–5:00 p.m. (normal business hours)

Workweek (Exempt and Non-Exempt): 7 consecutive days, beginning Monday at 00:01 through Sunday at 24:00.

Straight Time Pay: At least 8 hours in a workday or 40 hours worked in a workweek.

Overtime Pay: Hours worked in excess of 40 hours in a workweek or as required by local law; Overtime Pay is 1.5 times the regular rate; hours paid for Holiday Pay, Vacation Pay, or Sick Pay are not included in calculating the number of hours worked for determining Overtime Pay.

PBU Only: Overtime at the rate of 1.5 times the employee's regular rate of pay will be provided for hours worked in excess of 12 straight time hours in one workday.

Reporting Pay: An employee who reports to work at the company's request, whether for a regularly scheduled shift or otherwise, and then is sent home due to lack of work, will be paid 4 hours or hours actually worked, whichever is greater. An employee who does not report for work on or before the scheduled starting time will be paid only for hours actually worked; the 4-hour minimum does not apply.

On Call Pay: On occasion, when it is necessary for employees to be on call (remain close to the office and prepared to go on site) employees will receive On Call Pay. On weekends, On Call employees will be paid \$30 per day; and if an employee is called into work after hours, the employee will receive 1.5 times the regular rate of pay, with a minimum of 2 hours On Call Pay, or as required by local law.

EMPLOYMENT CLASSIFICATIONS

Regular Full-Time

- A regular full-time employee is regularly scheduled to work 30 or more hours per workweek.

Regular Part-Time

- A regular part-time employee is regularly scheduled to work less than 30 hours per workweek.

- Part-time employees are not eligible for certain benefits described in this guide.

Temporary Employees

- A temporary employee is hired for a specific period or for the completion of a specific project. The job assignment, work schedule and duration of the position will be determined on an individual basis. Temporary employment is at-will, which means the employment relationship may be terminated by either Vestas or the temporary employee at any time, for any reason, or no reason at all.
- Normally, a temporary position will not exceed six months, unless specifically extended by a written agreement. Summer employees, interns and seasonal employees are considered temporary employees.
- A temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period.

Non-Exempt and Exempt Employees

At the time you are hired, you will be classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain types of jobs are entitled to Overtime Pay for hours worked in excess of 40 hours per workweek. These employees are referred to as “non-exempt” in this guide. This means that they are not exempt from Overtime Pay.

Exempt employees are managers, executives, professionals, technical staff and other employees whose duties and responsibilities allow them to be “exempt” from the Overtime Pay provisions as provided by the federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

Non-exempt employees may be paid on an hourly or salary basis, as allowed by law. Salaried non-exempt employees are still subject to FLSA requirements, including the payment of overtime for hours worked in excess of 40 hours in a workweek or as required by local law. Salaried non-exempt employees who work less than 40 hours in a workweek or the specified hours provided by local law, will still receive the employee's salary, without deductions for any hours not worked.

SICK PAY

You may maintain your regular pay when you or others are sick.

Vestas provides employees with income protection when their absence from work is due to their own illness, or the illness of immediate family members.

Regular full-time employees receive 40 hours of sick time per year, beginning January 1. New hires receive pro-rated sick time based on the remaining workweeks in the year. If you have an alternative work schedule, you may accrue sick time at a different rate.

Here are some of the actions expected of you:

- You are eligible for Sick Pay when an accrual balance is available.

- You may not use Sick Pay as additional Vacation Pay.
- If you are sick for three or more consecutive days, Vestas may require a health care provider's note releasing you back to work.
- Unused Sick Pay will not be carried forward, accumulated, compensated or paid out when your employment is terminated.

NON-EXEMPT TRAVEL PAY

Some non-exempt positions require travel in the United States and abroad.

Non-exempt employees in certain positions may be eligible for pay for the time they spend traveling, as provided for under the applicable provincial laws.

Leaves of Absence

OVERVIEW

Vestas helps you balance work and life.

Vestas recognizes that certain life events, such as your need to care for yourself or a family member because of illness, injury or pregnancy, the birth or adoption of a new family member, or being called to active military duty are significant events that may require time off of work.

In these situations, Vestas supports your need to balance your work and your life by allowing you to take time off using different types of leaves of absence.

Each type of leave functions differently; and must be administered according to applicable provincial and federal laws. Please talk with People & Culture about the type of leave that is best for your situation.

Here are some of the actions expected of you:

- Discuss requests for leaves of absence with your manager as far in advance as possible.
- Communicate with your manager during your leave regarding changes about your leave or your expected return date, and confirm your return date before you go back to work.
- If your leave expires and you do not return to work, Vestas will generally consider it a voluntary resignation.
- Be aware that you will not accrue Vacation Pay or Sick Pay, unless otherwise required by law, and you will not be eligible for Holiday Pay, during a leave of absence.
- Understand that a leave of absence may affect your benefit coverage and eligibility; contact People & Culture to find out how a particular type of leave may affect you.



PERSONAL LEAVE

Personal Leave will be approved when possible.

Any eligible employee may request unpaid time off from work for up to 30 days to pursue personal interests or care for personal needs. Personal Leave will be granted based on management's sole discretion and will depend on the employee's work record, the company's staffing needs and the reason for the leave of absence.

After one year of continuous employment, you are eligible to apply for unpaid Personal Leave. However, Vestas does not guarantee that your request will be granted or that your position will be held for you, nor are you guaranteed an equivalent position when you return from Personal Leave.

Here are some of the actions expected of you:

- Request a Personal Leave in writing; submit this request to your manager as soon as you know you need a leave.
- You must use any unused Vacation and you will not earn Vacation or Sick Pay while you are on unpaid Personal Leave.
- Be aware that your insurance coverage (health, dental, life, etc.) may terminate at the end of the month in which Personal Leave begins. Talk with People & Culture to find out if you may continue your coverage during a Personal Leave, and arrange to prepay your premiums each month.
- You may apply for an open position at the end of your Personal Leave.
- Your employment will be terminated if you do not return from Personal Leave as scheduled, if you are not hired for an open position, or if there is no opening for which you are qualified to apply.

Unless specifically authorized by Vestas' Business Unit President, an employee is prohibited from seeking and holding outside employment while on Personal Leave.

BEREAVEMENT LEAVE

You may take time off in the event of the death of an immediate family member.

Vestas will grant bereavement leave in accordance with provincial employment standards legislation. Regular, full-time employees may take up to three days of paid Bereavement Leave to make arrangements, travel or to attend services following the death of an immediate family member. Proof of death may be required for more than two bereavement requests in a calendar year.

Here are some of the actions expected of you:

- Notify your manager as soon as you know you will need to take Bereavement Leave.
- Understand that “immediate family members” will be defined in accordance with provincial employment standards legislation.
- This benefit is available beginning on your first day of work at Vestas.

JURY DUTY AND TIME OFF FOR VOTING

Vestas helps you fulfill your civic responsibilities.

Vestas encourages employees to fulfill their civic responsibilities by serving for jury duty when summoned and voting in local and national elections. If you take a leave of absence for jury duty, you will be paid your regular pay for up to one week, unless otherwise required by law. Any time required to be absent from work for jury duty after the first week will be unpaid.

Employees are encouraged to go to their polling place before or after work. However, if that is not possible, schedule a time with your manager to leave the workplace for a reasonable period during work to cast your ballot. You will receive regular pay during this time.

Here are some of the actions expected of you:

- Coordinate time off for jury duty with your manager.
- Show your jury duty summons to your manager as soon as possible, so that your manager may make arrangements to accommodate your absence.
- Report for work whenever the court schedule permits.
- You or Vestas may request an excuse from jury duty if your absence would create serious operational difficulties.
- Your benefit coverage and eligibility is not affected by an absence for jury duty.

RESERVIST LEAVE

Vestas supports your service in the Canadian Forces.

Vestas will grant Reservist Leaves for eligible employees honoring military obligations to serve in the uniformed services as required by provincial and federal law.

If you serve in the military and will need to take Military Leave, contact People & Culture for information about your rights before and after Reservist Leave.

Here are some of the actions expected of you:

- If you are a member of a reserve component of the armed forces, you will be placed on unpaid Military Leave for your training duty.
- You may choose to use Vacation Pay during your Military Leave.
- Your benefit coverage and eligibility is not affected by Military Leave.
- Military Leave for training purposes should not normally exceed two weeks per year, plus reasonable travel time.

DOMESTIC VIOLENCE LEAVE

You may take time off for your protection.

All employees may take a reasonable period off work to ensure their and their minor children's protection from domestic violence, including court appearances, relocation and related events. Domestic Violence Leave is unpaid; however, you may use accrued Vacation Pay or Sick Pay during this leave.

Here are some of the actions expected of you:

- If possible, request Domestic Violence Leave in writing; submit this request to your manager as soon as you know you need a leave.
- Notify your manager at the earliest possible opportunity if you need to make an unscheduled or emergency court appearance for the health, safety or welfare of the domestic violence victim or the victim's child.
- You must provide proof that you actually appeared in court, if you take leave without giving notice to appear in court to protect a victim of domestic violence.

Using Vestas Technology

COMMUNICATION SYSTEMS

Understand that work communication tools are not private.

Vestas respects the individual privacy of its employees; however, employee privacy does not extend to your Vestas email, voice mail, computer equipment and workspace. All files, documents, messages and other communications that are sent, received, or maintained by Vestas employees using Vestas email, voice mail, and computer systems may be accessed by Vestas. Employees should have no expectation of privacy to these communications.

Always use common sense and courtesy in your work-related communications. Do not say anything you wouldn't want to see in tomorrow's newspapers. Any message you send could become public knowledge.

Here are some of the actions expected of you:

- Keep in mind that your email is not private, and inform customers or other people you communicate with that your email messages may be accessed by Vestas.
- Remember that once you send an email message, it cannot be retracted.
- Understand that there is no guarantee that an email message will be delivered in a timely manner. If the server at the email destination is down, the message could be lost or not delivered.
- Don't rely on email in an emergency or to meet critical deadlines; use other forms of communication, such as telephone, fax, messenger, etc.
- Remember that you represent Vestas in all business communications. Be careful that you do not unintentionally send any messages that appear to be official Vestas' statements.
- Back up your data weekly.

INTERNET ACCESS AND USE

Use the Internet responsibly.

The Internet is a valuable business tool that can help many Vestas employees perform their work responsibilities. It's important to protect Vestas' security when accessing websites, downloading data, posting information or otherwise using the Internet.

Here are some of the actions expected of you:

- Access the Internet only through an approved Internet firewall. Accessing the Internet directly, by modem, is prohibited, unless the accessing computer is not connected to Vestas' network.
- Be prudent in communicating or posting in social networking sites, blogs, chat groups and newsgroups, just as you would for email or any other business communication. Others will see what you post on the Internet.
- Scan files and documents that you download from the Internet (or from computers or networks that do not belong to Vestas) for viruses and other destructive programs before saving it onto Vestas' computer system.
- Do not use Vestas' Internet resources for commercial or personal advertisements, solicitations, promotions, destructive programs (such as viruses, self-replicating code, etc.), political materials or any other unauthorized or personal use.
- Do not send, receive, display, print or otherwise disseminate material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, or defamatory. Report any misuse to your manager or People & Culture immediately. (See also: Anti-Harassment and Anti-Discrimination policy, page XX.)
- Do not post programs or files containing encryption technology on the Internet (or transmit them in any way outside the U.S.) without prior written authorization from the Systems Administrator.
- Do not add hyperlinks to Vestas' home page on any other web pages or make any changes to Vestas' website without prior consent of Systems Administrator.

Vestas is not responsible for any damages, direct or indirect, that employees may cause by accessing and using Internet from Vestas' systems.

UNAUTHORIZED CONTENT

Use Vestas' computer systems in a professionally appropriate manner.

Take care to maintain the utmost professionalism when using email, voice mail and computer systems at work. Make sure that you do not use technology—whether intentionally or unintentionally—in a way that may be seen as insulting, disruptive or offensive to anyone, or damaging to the work environment.

Here are some of the actions expected of you:

- Do not send, receive, display, print or otherwise disseminate material that includes:
 - Sexually-explicit messages, cartoons, or jokes; unwelcome propositions or love letters
 - Ethnic or racial slurs
 - Anything that may be construed as harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, disability, or religious or political beliefs, or any other characteristic protected by federal or provincial laws.

Use of Vestas provided email, voice mail, or computer systems in violation of this policy will result in disciplinary action.



MANAGEMENT'S RIGHT TO ACCESS INFORMATION

Vestas may view all employee activity on company systems.

Vestas provides email, voice mail and computer systems to facilitate business communications and to store work-related data. These systems and all of their contents belong to Vestas, and are accessible at all times by Vestas management for any legitimate business purpose.

Here are some of the actions expected of you:

- Never assume that messages and files are private or confidential.
- Be aware that email, voice mail and computer systems may be subject to periodic, unannounced inspections.
- Realize that Vestas does not require your password to access these systems and to view your files and history.
- If you change system passwords you normally share with your manager (or install encryption programs), you must immediately provide the new passwords (or encryption keys) to your manager.
- Know that all emails, voice mail messages and computer files are Vestas records and may be disclosed within Vestas for legitimate business purposes without your permission. Vestas may keep backup copies for business and legal reasons.
- Be aware that Vestas may monitor your system history, including Internet sites you visit, your postings to blogs, chat groups and newsgroups, any material you download or upload and emails you send or receive.

By using Vestas' computers, you waive any right to privacy in anything you create, store, send or receive on the computer or the Internet.

COMPUTER SOFTWARE AND HARDWARE

Use only authorized and supported systems and equipment.

Maintaining security of Vestas information systems is critical to the company's success. We all have an important role in this effort by properly using computers and systems.

Inappropriate use of computer software and hardware exposes Vestas to threats and risks, such as virus attacks, compromises to network systems and services, and unauthorized access to secure information.

Here are some of the actions expected of you:

- Use only Vestas-provided hardware (computers, monitors, printers, keyboards, etc.). Vestas purchases, registers and supports only approved, standardized (model/vendor/size) hardware and does not allow non-approved equipment.
- Use only Vestas-provided software (programs, applications, systems, etc.). Vestas purchases, registers and supports only authorized software applications, and may remove any unauthorized software from the system or re-initialize the whole system if necessary.
- Obtain written permission to install any non-standard software. Vestas prohibits installing or distributing "pirated" or other software products, media files, digital assets or documents that are not appropriately licensed or owned by Vestas.
- Do not make copies of software that Vestas purchased and owns; this may be a violation of copyright and trademark laws.
- Be aware that authorized agents may monitor equipment (hardware) use, systems (software) and network traffic at any time and inspect information maintained on Vestas systems.

Violation of this policy may result in disciplinary action.

PERSONAL USE OF BUSINESS SYSTEMS

Vestas systems are intended for business use.

Vestas provides email, voice mail, and computer systems for work-related tasks and expects everyone to use them appropriately and primarily for business use.

However, Vestas recognizes that occasionally you may need to use these systems for personal use, for example, to contact family members or to receive important documents during business hours.

Here are some of the actions expected of you:

- Keep personal use of Vestas' systems (including accessing personal email accounts) to a minimum and only for legitimate, urgent purposes. If possible, use break time or meal periods; personal activities should never interfere with work responsibilities.
- Understand that personal messages and files will be treated the same as other messages and files; do not expect them to be private or confidential.
- Know that Vestas reserves the right to access and disclose as necessary, all messages received, sent, or maintained through email, voice mail or computer systems, without regard to content.

If Vestas discovers that you are misusing the email, voice mail, or computer systems, you may be subject to disciplinary action.

We will see wind power become as important a power source as fossil fuels—and as No. 1 in Modern Energy, we will lead the industry toward this goal.

—Vestas Vision

Workplace Safety

SAFETY STANDARDS

Working safely is everyone's responsibility.

Vestas is committed to maintaining a safe workplace and preventing injuries. Our company's safety guidelines are described in detail in the Occupational Health and Safety policy, available for your reference on Vestas' Intranet.

Here are some of the actions expected of you:

- Cooperate with safety guidelines for your work area and participate in achieving your Business Unit's improvement targets for reducing industrial injuries.
- Immediately notify your manager of any unsafe conditions. By reporting issues, you help Vestas comply with laws and initiate insurance and other forms of corrective procedures. Vestas is committed to correct all unsafe conditions as promptly as possible.

Violating Vestas' Safety policy or any Business Unit safety guidelines is just cause for disciplinary action.

USE OF EQUIPMENT AND VEHICLES

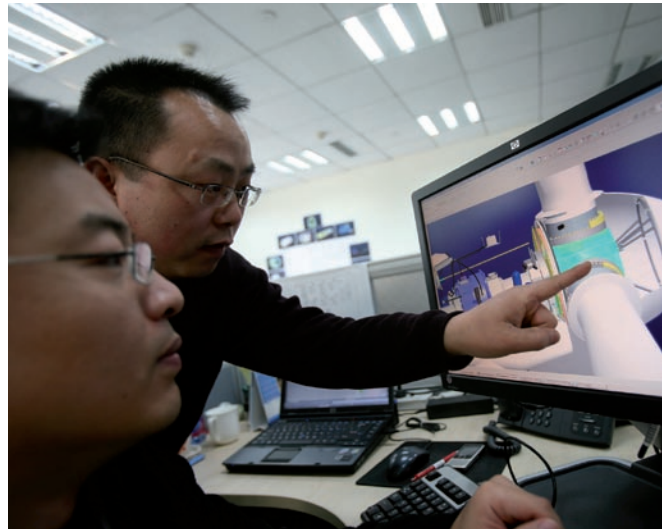
Operate machinery with utmost caution.

When operating Vestas' equipment and vehicles, use care and follow all instructions, safety standards and guidelines. If you accidentally damage equipment or vehicles, it may be expensive to repair or replace, and cause delays in accomplishing job duties.

Here are some of the actions expected of you:

- Perform required maintenance on all vehicles and equipment according to the manufacturer's guidelines.
- Have a valid driver's license and a driving record that meets the insurance company's standards. If your driver's license is restricted, revoked, or suspended, or your driving record renders you uninsurable, and as a result you are unable to fulfill your job requirements, you may be terminated from your employment with Vestas.

The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, including termination of your employment.



INCLEMENT WEATHER

It's "business as usual," unless Vestas announces otherwise.

During periods of inclement weather, everyone should assume that Vestas offices and worksites are open and operating and make prudent efforts to safely report to work.

Here are some of the actions expected of you:

- With your supervisor's approval, you may take vacation time or unpaid leave if are unable to travel to work due to inclement weather and your worksite is operating.
- You may receive regular wages if Vestas closes operations for an "Inclement Weather Day" at your office or site location
- Monitor Vestas email to find out if Vestas closes any particular site due to an "Inclement Weather Day."



Conflict Resolution Form



Your Name:

Supervisor:

Department:

Please describe the conflict. Be specific and detailed; describe the conduct, include names of those involved, dates, names of witnesses, and locations, as appropriate. Use additional pages if necessary.

How have you attempted to resolve the conflict? Please describe.

What solution(s) do you believe might correct the situation?

Employee's Signature:

Date:

No retaliation: Vestas will not tolerate retaliation against any employee for cooperating in an investigation or for reporting harassment or discrimination in good faith. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

Please submit this signed form to People & Culture.

For internal use

Date received by P&C:

Initials:

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Employee Acknowledgement of Receipt of Guide



By signing this form, I acknowledge that I have received this Employment Guide and understand that it is my responsibility to read and comply with the policies contained in this guide, including but not limited to Vestas' Anti-Harassment and Anti-Discrimination policy and Drug- and Alcohol-Free Workplace policy.

About the Policies

- I understand that I should consult with my manager or People & Culture Human Resources regarding any questions not answered in the guide or topics not covered by this guide.
- This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Vestas. I understand that by distributing this guide, the company expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.
- I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by Vestas, and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated, and I understand that revised information may supersede, modify, or eliminate existing policies.

No Employment Contract

- I understand and agree that nothing in the Employment Guide creates, or is intended to create, a promise or representation of continued employment and that employment at Vestas may be terminated either Vestas or myself. Furthermore, I acknowledge that this guide is not a contract of employment, and should not be construed as an offer of employment. I understand and agree that employment and compensation may be terminated with or without cause at any time by Vestas or myself.
- I understand and agree that, other than the Business Unit President, no manager, supervisor, or representative of Vestas has any authority to enter into any agreement for employment. Only the Business Unit President has the authority to make any such agreement and then only in writing signed by the President.

In addition, I understand that this guide is the property of Vestas, and that this guide is on loan to me during my employment and that I shall surrender this guide and deliver it to my supervisor upon the request of the employer.

Employee's Signature:

Date:

Employee's Printed Name

Witness' Signature

Date

Witness' Printed Name

Please submit this signed form to People & Culture within 7 days of receipt of this Employment Guide.

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