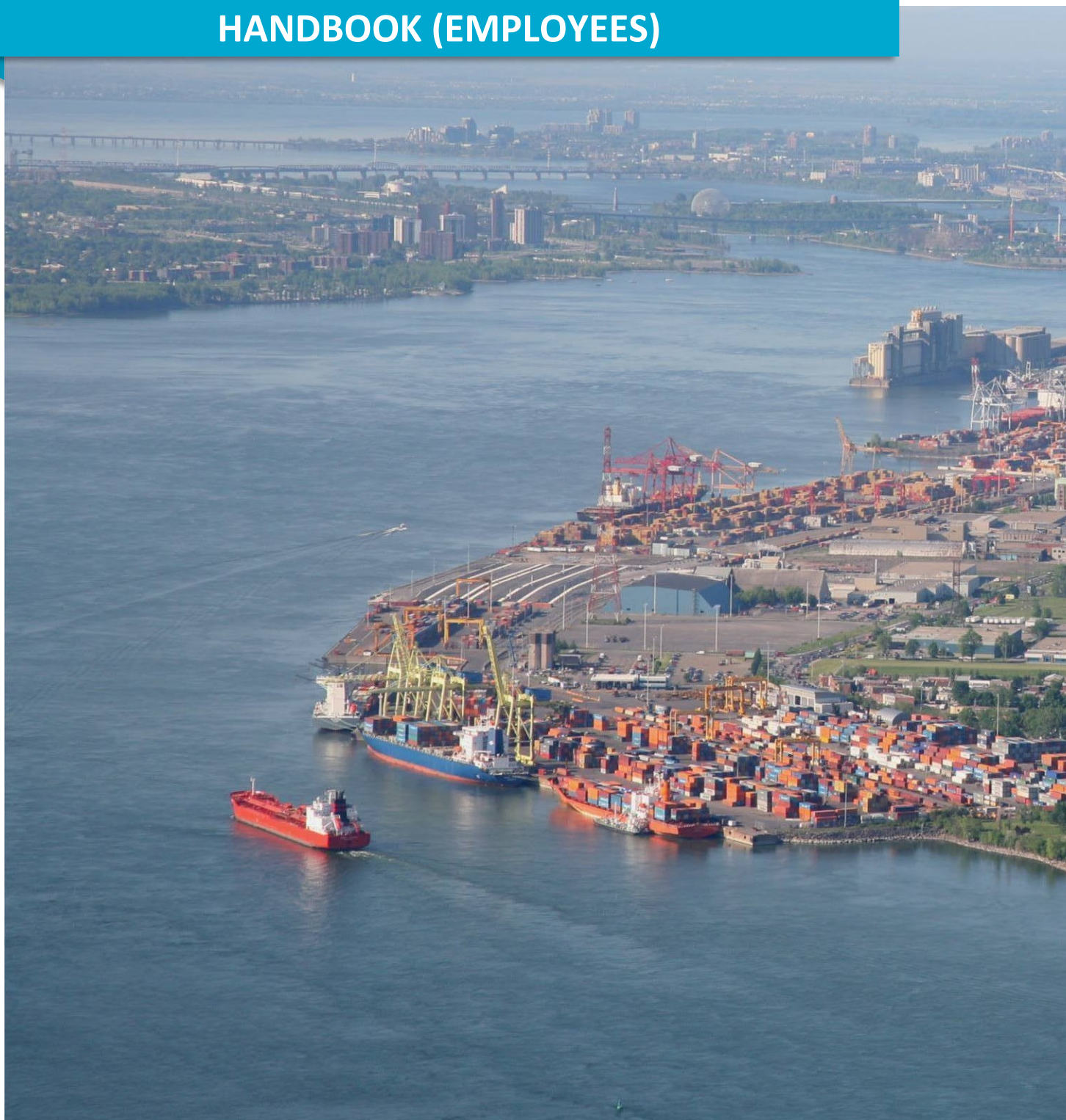


CONTRACTORS AND SERVICE PROVIDERS HANDBOOK (EMPLOYEES)





**IN CASE OF
EMERGENCY
CALL MGT SECURITY
(514) 257-3067**

MONTREAL GATEWAY TERMINALS PARTNERSHIP
305, CURATTEAU STREET
MONTREAL (QC)
H1L 6R6

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1. MISSION AND VALUES

MISSION

Specializing in the handling of shipping containers transported between international markets and domestic industrial centers on behalf of shipping lines, MGT engages qualified and experienced personnel and uses ultra-modern equipment to offer a service founded on reliability, consistency and compliance with its commitments. MGT additionally ensures a customer experience based on quality business relationships, accessibility and customization.

Environmentally conscious, MGT contributes to the well-being of society through the implementation of innovative approaches for the protection of the environment.

VALUES

- **Partnership** : collaboration to carry out concerted actions for profitability, business development, customer satisfaction, and attention to employees
- **Integrity** : client and staff approaches based on MGT's core principles (loyalty, openness, collaboration, in-house solutions);
- **Efficiency** : ability to produce expected outcome, desired gain and anticipated productivity with flexibility;
- **Respect** : MGT is dedicated to its customers, employees and stakeholders and is committed to taking their needs and expectations into account;
- **Service** : constant and reliable with a prevailing respect for commitments and a positive customer experience.

2. RULES AND REGULATIONS



*ANY PERSON REFUSING TO COMPLY WITH MGT'S RULES MAY BE
SUSPENDED FROM HIS/HER DUTIES OR REFUSED ACCESS TO
THE TERMINALS*



2.1. AT ALL TIMES



ACCESS IS FORBIDDEN TO
CHILDREN



ACCESS IS FORBIDDEN TO
ANIMALS



THE USE OF A CAMERA OR
VIDEO RECORDER IS
FORBIDDEN



THE POSSESSION OR USE
OF ALCOHOL OR DRUGS IS
FORBIDDEN

2.2. PEDESTRIAN TRAFFIC IN THE TERMINAL



WEARING A SAFETY
HELMET IS MANDATORY
(CSA Z94.1 COMPLIANT)



WEARING APPROVED
SAFETY SHOES IS
MANDATORY



WEARING A HIGH-VISIBILITY
SAFETY VEST IS
MANDATORY



WEARING PANTS IS
MANDATORY



USE THE WALKWAYS



NEVER WALK IN THE
GANTRY CRANE PATHS



NEVER CLIMB ON THE
TERMINAL HANDLING
EQUIPMENT

2.3. OPERATING A VEHICLE IN THE TERMINAL



SPEED LIMIT 20 KM/H



HAVE IN YOUR POSSESSION
A VALID DRIVER'S LICENCE,
INSURANCE CERTIFICATE
AND VEHICLE'S
REGISTRATION
CERTIFICATE



FASTEN YOUR SEATBELT AT
ALL TIMES



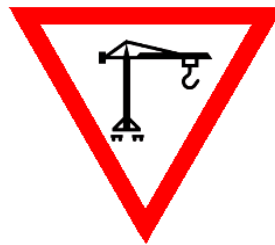
TURN ON THE FLASHING
LIGHTS, STROBE LIGHTS OR
DISTRESS LIGHTS



DRIVE IN THE INDICATED
DIRECTION OF TRAFFIC AND
OBEY THE SIGNS



KEEP A SAFE DISTANCE
FROM THE TERMINAL
HANDLING EQUIPMENT



THE TERMINAL HANDLING
EQUIPMENT ALWAYS HAS
THE RIGHT OF WAY



USE OF A TELEPHONE OR
RADIO IS PROHIBITED



NEVER DRIVE IN THE
GANTRY CRANE PATHS



NEVER DRIVE IN THE
CHECKER'S RESERVED
LANE



NEVER DRIVE BETWEEN
THE CONTAINER BLOCKS



TURN OFF YOUR ENGINE IF
YOU ARE NOT IN MOTION

2.4. ACCESS AUTHORIZATION AND PORT ACCESS CARD

▶▶▶ TERMINAL ACCESS

Access to the terminals is restricted to the persons registered in our access control system. Persons without a Port Access Card will be refused access to the terminals. It is forbidden to lend or give your pass to another person.

▶▶▶ OBTAINING AN ACCESS CARD

All persons without a Port Access Card must report to the MGT Security Office located at the corner of Curatteau Street and Notre-Dame Street.

▶▶▶ LOST OR DAMAGED ACCESS CARD

Contact MGT Security at **514-257-3067** if your card is lost, stolen, damaged, defective or expired.

▶▶▶ WEARING THE ACCESS CARD

The Port Access Card must be visible at all times and presented to a security officer on request. You must wear it above the waist and over your clothing at all times. A person who does not wear his/her pass visibly is liable to a warning or to a Federal Government fine.

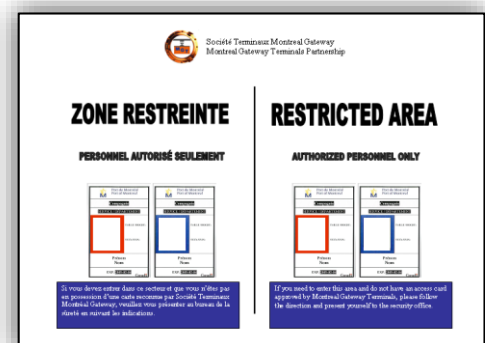


2.5. RESTRICTED AREAS

Any person who enters a R2 Restricted Area (blue areas) must hold a Port Restricted Area Pass (blue card).

Any person who wishes to enter a R2 Restricted Area without a “blue card” must be escorted by an employee holding a “blue card. The employee who takes responsibility for escorting a person in a restricted area must maintain visual contact with the person at all times.

The restricted areas must remain locked except if personnel are present to ensure a full escort and surveillance of access at all times.



2.6. RESIDUAL MATERIALS

- Unless it is stipulated otherwise in the contract, the contractor/supplier is responsible for managing the residual materials generated by its work and must ensure it is in compliance with the regulations in force.
- If MGT is responsible for managing the residual materials generated by the work performed by a contractor/supplier, this contractor/supplier must dispose the materials according to MGT's procedures.

TYPE OF MATERIAL	TYPE OF CONTAINER	LOCATION
Used gloves and cleaning rags	Identified bin	Garage
Light bulbs and fluorescent neons	Identified bin	Garage
Used batteries	Salle des batteries	Garage + local A-308
Dunnage	40' closed container	Stuffing area
Used oil filters	Identified bin	Garage
Used oil	Used oil tank	Garage
Non-hazardous household waste	Garbage can	On the terminal and in all building
Electronic waste	Identified bin	Garage
Ferrous metals	Metal container	Garage
Paper, cardboard, plastic, aluminum	Blue recycling bin	On the terminal and in all building
Grease tubes	Identified bin	Garage
Used antifreeze	Identified bin	Garage
Contaminated absorbent materials	Identified bin	Garage

DO NOT MIX THE RECYCLABLE MATERIALS WITH THE HOUSEHOLD OR HAZARDOUS WASTE. AVOID WASTING RESOURCES.

3. EMERGENCY MEASURES

3.1. EMERGENCY

Every person who witnesses an unusual situation involving a threat to health and safety, environment, buildings or equipment (e.g. fire and explosion, leak and spill of hazardous materials, natural disaster, public disorder, etc.) must:

- Stay away from the incident;
- immediately contact the MGT Security at **514-257-3067**;
- if there is no imminent danger, take the necessary measures to control the situation until the response team arrives. Never exceed your ability to respond;
- ensure that everyone remains in place, including the persons involved, witnesses and the equipment;
- stay on site, at a safe location, until the response team arrives;
- notify people to stay away from the incident;
- complete the witness report, which will be provided by a security agent.

3.2. IN CASE OF AN EVACUATION

- Interrupt your work;
- shut down equipment or vehicles;
- stay calm and don't give in to panic
- follow the instructions given by the security agents;
- leave the building or the terminal, using the nearest exit (see evacuation plan on pages **17 and 19**);
- proceed immediately to the gathering point (see evacuation plan on pages **17 and 19**);
- stay outdoors and do not attempt to go back into the building or a workplace;
- return to the workplace once the authorization is given.



4. HEALTH AND SAFETY AWARENESS

4.1. OCCUPATIONAL HEALTH AND SAFETY POLICY



Occupational Health and Safety Policy

Montréal Gateway Terminals Partnership (MGT) recognizes the importance of providing a healthy and safe work environment for everyone in its facilities and participating in its activities, whether for its employees, service providers, clients or visitors. MGT aims to prevent accidents, injuries and occupational diseases.

Objective

The purpose of this policy is to guide MGT's efforts in the implementation of programs and directives aimed at occupational health and safety. The objective is to establish and maintain a lasting culture of occupational health and safety prevention by relying on the collaboration of all. This collaboration must be present at all levels of the organization as well as with its partners.

Principles

To achieve this goal, our organization is committed to:

- Take all reasonable measures to protect the health and safety of workers, clients and suppliers;
- Comply with laws, regulations and other requirements applicable to occupational health and safety;
- Provide the necessary resources and qualified personnel for the implementation of programs and activities related to occupational health and safety;
- Promote the involvement of workers in the implementation of measures aimed at preventing accidents and occupational diseases;
- Maintain effective communication with its partners in order to obtain their cooperation and participation in its work on occupational health and safety;
- Implement activities to identify, assess and control risks as well as inform all workers about safe work procedures;
- Establish a health and safety management system by establishing objectives aimed at reducing the occurrence and severity of work accidents and occupational diseases.



Michael Fratianni
Président et Chef de la direction

4.2. VEHICLES AND HANDLING EQUIPMENT

- Drive \pm ten (10) metres away from the container stacks when you are not loading or unloading a container;
- Pay attention to the container movements and stay away from equipment in motion. Stay \pm two (2) containers away from container movements and never drive under a moving container.
- Consider the space between the container stacks and the number of vehicles when you make a U-turn;
- Ensure that the handling equipment operators are aware of your presence when you drive near them and do not move into their blind spots.

4.3. RESERVED LANE FOR CHECKERS AND “BARRE”

At Section 62 (Racine), a reserved traffic lane near the railway tracks must be used **only** by the checkers and the “BARRE”.



4.4. RESERVED LANE FOR GANTRY CRANES (SHIP-TO-SHORE/TRANSTAINER)

It is strictly forbidden to circulate on the gantry crane (ship-to-shore/transtainer) runways. A safe distance must be maintained at all times from this runway lines.



4.5. PREVENTION OF VIOLENCE

MGT is committed to offer a safe work environment. We do not tolerate any violence on our sites. Perpetrators of violent acts at work are liable to disciplinary measures and may be the object of criminal charges.

If you are a victim of a violent act:

- Inform MGT Security at **514-257-3067**;
- Complete a written statement, specifying the context, the date and the time.

4.6. WORKING AT HEIGHTS

A **safety harness** is mandatory when working at a height of more than 2.4 meters.

5. SECURITY AWARENESS

5.1. MARSEC SECURITY LEVEL

MGT uses the MARSEC (Maritime Security) three levels security system, as defined by Transport Canada. This system is designed to communicate information about the severity of the security procedures. The MARSEC are determined by the General Manager – Marine Security, according to the assessment of the threat to the vessels, the ports and the marine facilities.

MARSEC 1

The minimum security procedures (surveillance, access control, etc.) are maintained permanent by the vessels, the ports and the marine facilities. The terminals are maintained at this level at all times.

MARSEC 2

Deployment of additional security procedures during a limited period due to a heightened risk of a security threat or security incident.

MARSEC 3

A security threat or a security incident is probable or imminent, although it is not possible to identify the specific target. The security measures are strengthened for a limited period. May lead to evacuation of the terminal.

5.2. SUSPICIOUS OBJECTS OR BEHAVIOUR

If you notice the presence of a suspicious object or suspicious behavior that could threaten security, contact the MGT Security immediately at **514-257-3067**. Here are some examples of abnormal behavior at MGT:

- A person is walking with a camera;
- A person enters or leaves the terminal with a large bag;
- A vehicle is parked outside the parking area;
- A person is climbing over the fence of the perimeter;
- The rear trunk of vehicle is concealed by a cover;
- A vehicle is driving slowly and making stops near the perimeter.

5.3. INSPECTION

Your vehicle, its contents and transported objects are subject to inspection by a security officer (at the entrance, at the exit or in the terminal).

6. ENVIRONMENTAL ISSUES AWARENESS

6.1. EXCAVATION, TRENCHES AND SOIL MANAGEMENT

Any project that requires excavation and the disposal of soil must be submitted to a risk management resource person. It is important to locate the underground pipes properly (gas line, oil pipeline, sewers, telephone cables, etc.) before performing work.

In addition, when signs of contamination (iridescent surface, odors, etc.) are perceived during the work, immediately contact MGT Security to ensure the appropriate response mode and appropriate soil management.

6.2. GREENHOUSE GAS / ATMOSPHERIC EMISSIONS

Care must be taken to minimize dust emissions during transportation activities. For welding or sanding, the suction systems provided for this purpose must be used, in order to reduce particulate emissions into the atmosphere and comply with the standards established by the municipal by-laws. Any welding activity must be authorized in advance by a fire prevention inspector.

In addition, to limit greenhouse gas emissions (e.g. CO₂ from vehicle exhaust gases), it is recommended to limit idling of truck or vehicle engines.

6.3. SEWER DISCHARGE

All equipment must be washed on the washing platform, according to the directives of procedure « 20-886-N31 – *Laver un équipement sur la plateforme* ». No discharge shall be released into the MGT sewer system, into the surface water or into the river.

6.4. ENVIRONMENTAL POLICY



Environmental Policy

Montréal Gateway Terminals Partnership (MGTP) is committed to proactively controlling the environmental aspects related to maritime container handling activities on its territory. To achieve this, MGTP applies diligent, responsible and effective environmental management.

Objective

This policy guides MGTP's efforts in implementing environmental targets and actions. The objective is to establish and maintain a sustainable culture of environmental management by focusing on the collaboration of employees, customers and contractors.

Principles

The three guiding principles for environmental management:

Continuous Improvement

- Establish environmental objectives aimed at continuous improvement.
- Measure our performance in order to guide environmental actions.
- Adopt a proactive approach to go beyond the legal obligations.

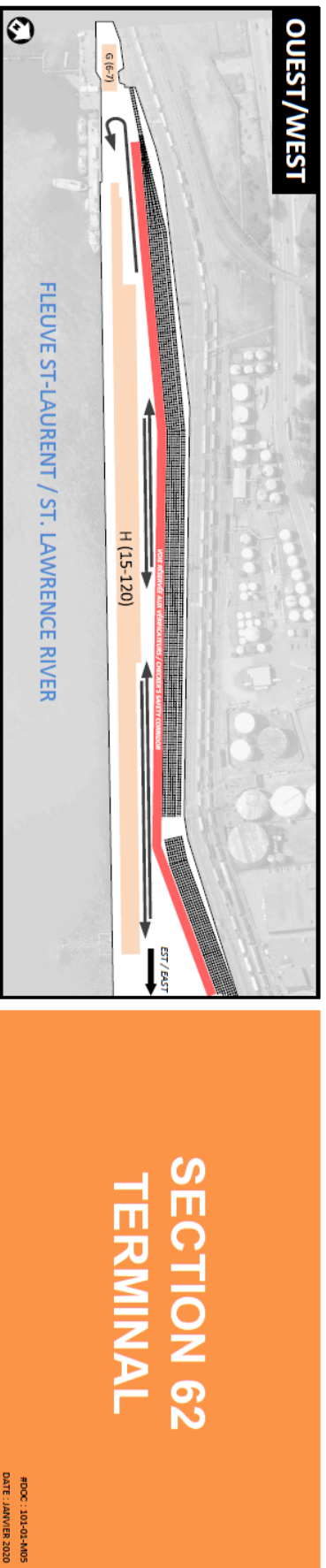
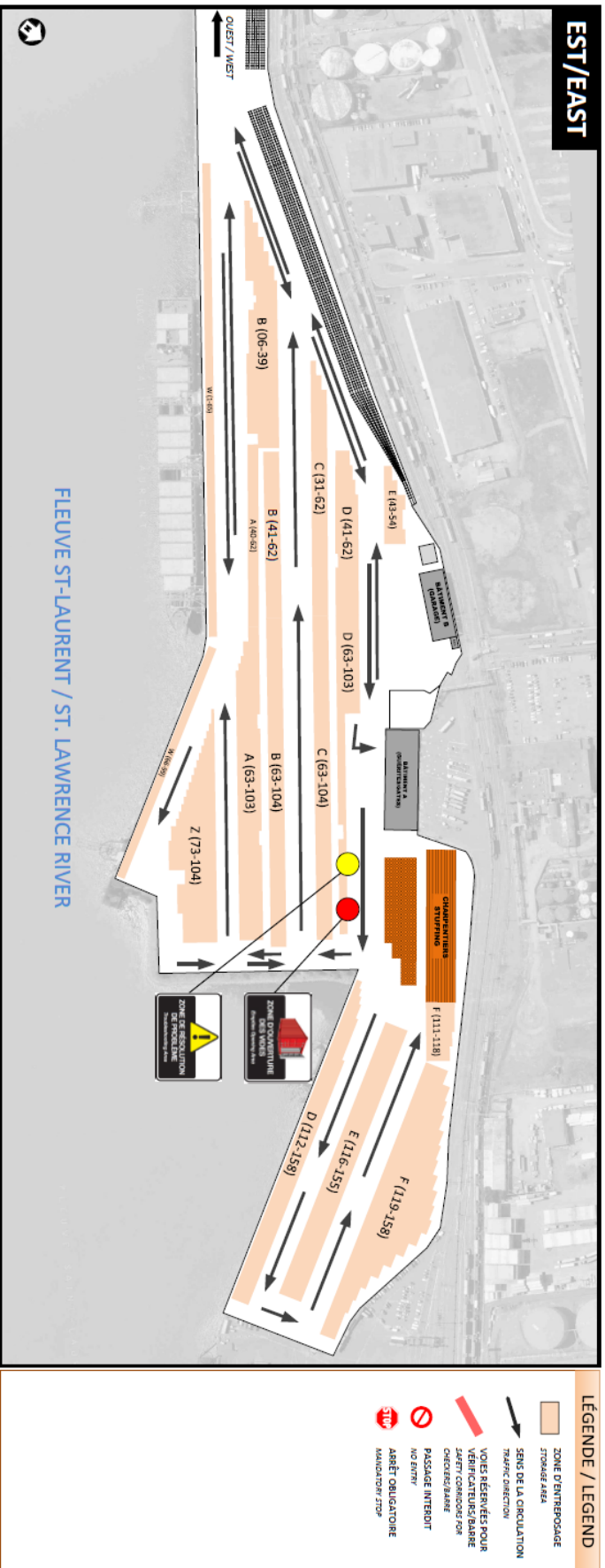
Abundance

- Comply with applicable laws, regulations and other environmental requirements.
- Maintain an efficient environmental management system that complies with the ISO 14001 standard.

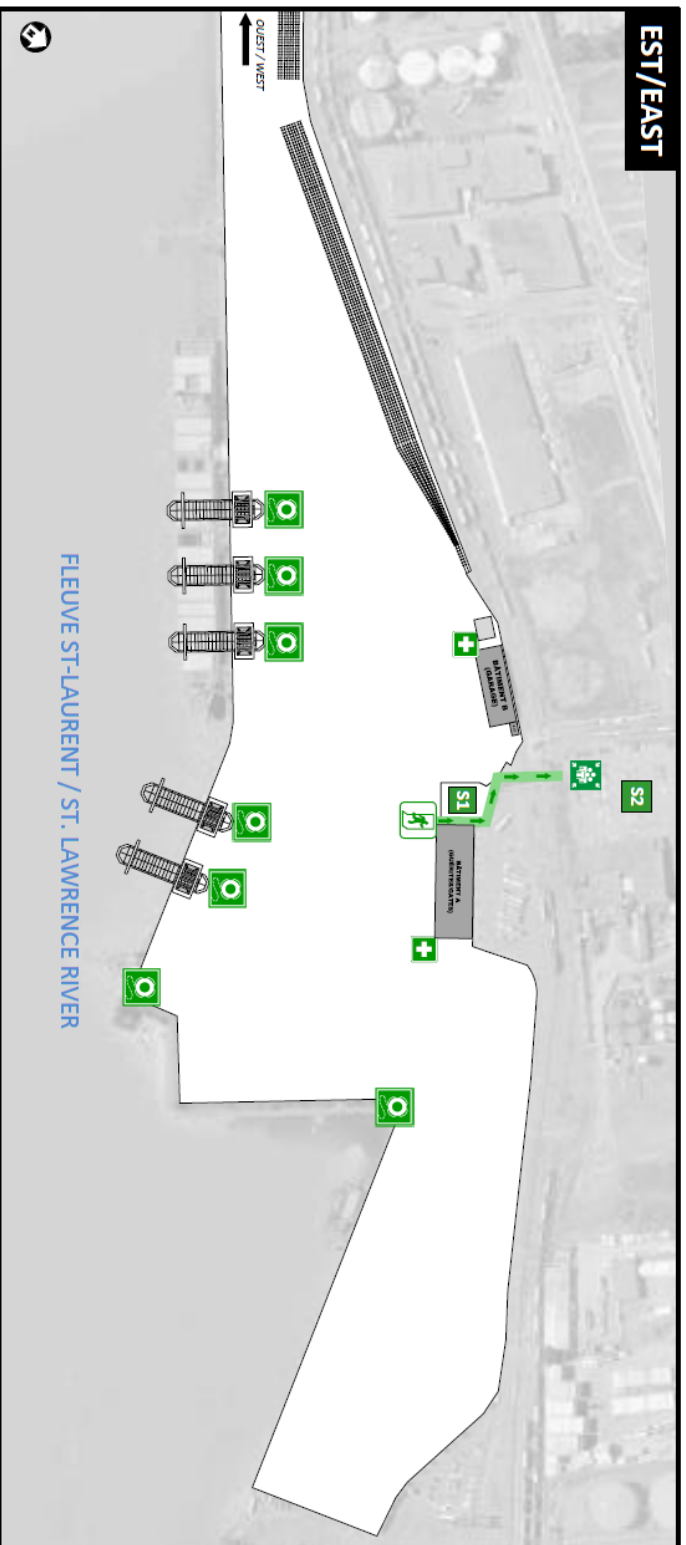
Protection of the Environment

- Monitor and assess activities that may have a significant impact on the environment.
- Take all reasonable measures to protect the environment and prevent pollution by allocating the necessary human and financial resources.

Let's keep the CAP

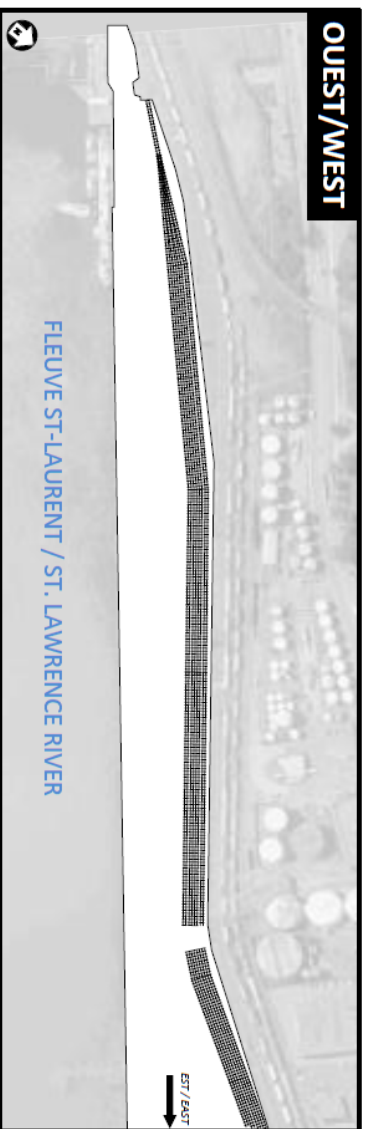


PLAN D'ÉVACUATION / EVACUATION PLAN



EST/EAST

FLEUVE ST-LAURENT / ST. LAWRENCE RIVER



OUEST/WEST

FLEUVE ST-LAURENT / ST. LAWRENCE RIVER

SECTION 62 TERMINAL

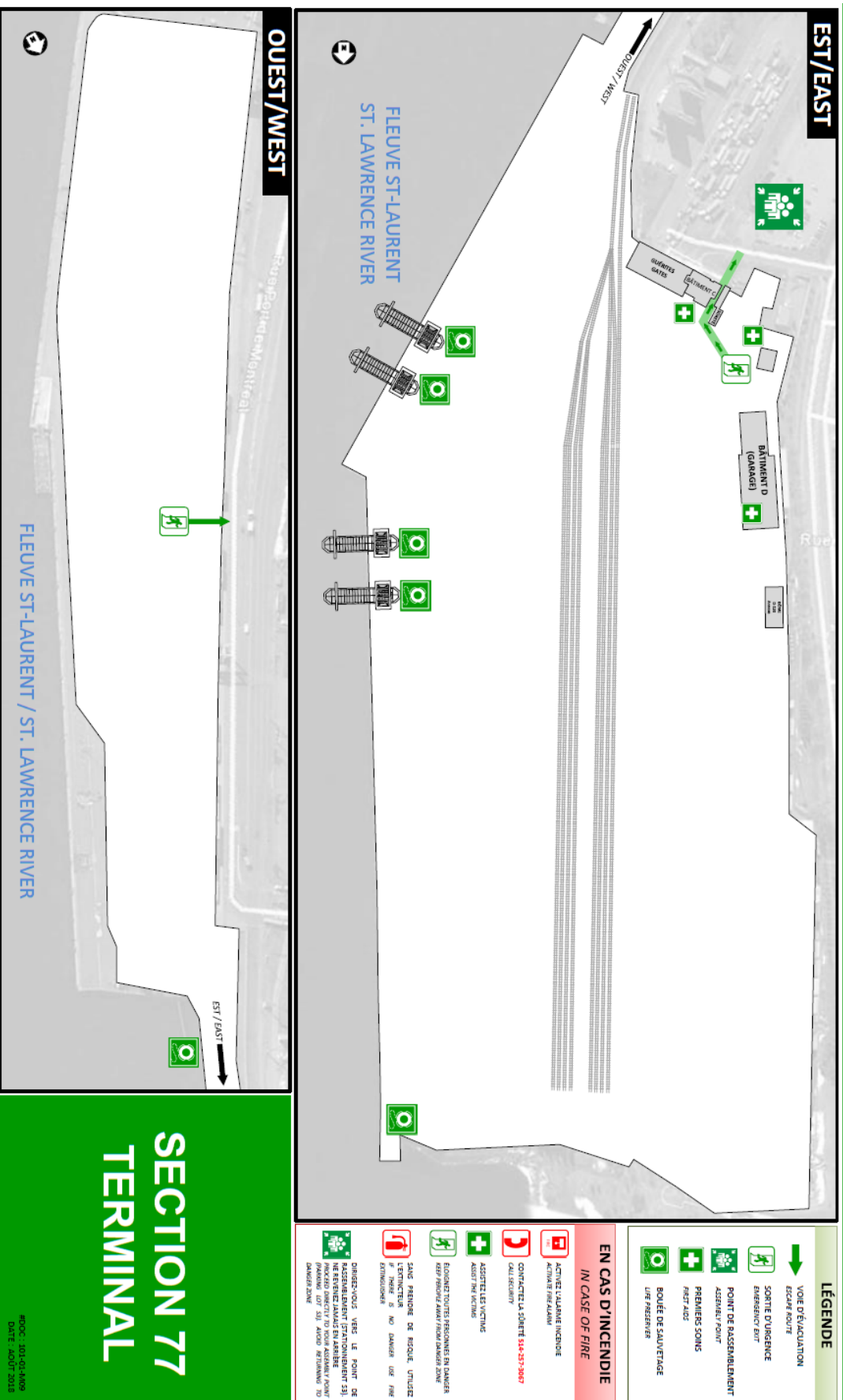
PROJ. 101-01-AM03
DATE: AOÛT 2018

- LÉGENDE**
- VOIE D'ÉVACUATION
ESCAPE ROUTE
 - SORTIE D'URGENCE
EMERGENCY EXIT
 - POINT DE RASSEMBLEMENT
ASSEMBLY POINT
 - BREAKERS SONS
FIRST AID
 - ROUË DE SAUVEPAGE
LIFE PRESERVER

- EN CAS D'INCENDIE
IN CASE OF FIRE**
- ACTIVER L'ALARME INCENDIE
ACTIVATE FIRE ALARM
 - CONTACTER LA SÉCURITÉ 514-357-3607
CALL SECURITY
 - ASSISTER LES VICTIMES
ASSIST THE INJURED
 - ÉLOIGNER TOUTES PERSONNES EN DANGER
KEEP PERSONS AWAY FROM DANGER ZONE
 - SANS PRENDRE DE RISQUE, UTILISER L'ÉQUIPEMENT DE PROTECTION
WITHOUT TAKING ANY DANGER USE THE PROTECTION EQUIPMENT
 - SORTIR DIRECTEMENT DU POINT DE RASSEMBLEMENT
EXIT DIRECTLY TO YOUR ASSEMBLY POINT, AVOID RETURNING TO DANGER ZONE



PLAN D'ÉVACUATION / EVACUATION PLAN



7. ACCEPTANCE OF THE HANDBOOK'S DIRECTIVES

All your employees (port access card bearers) must have read and signed the following consent, failing which they will be refused access. Once completed, this page must be returned to us by email (mgtsecurity@mtrtml.com), by fax (514-789-2619) or in person (MGT Security Office).

[illegible]