

CONTRACTORS AND SERVICE PROVIDERS HANDBOOK (EMPLOYEES)



A red dashed border with a slightly arched top edge, enclosing the emergency contact information.

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

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WITHOUT THE WRITTEN AUTHORIZATION OF MGT'S SENIOR
MANAGEMENT

MONTREAL GATEWAY TERMINALS PARTNERSHIP
514-257-3040
305, CURATTEAU STREET
MONTREAL (QC)
H1L 6R6

TABLE OF CONTENTS

1. MISSION AND VALUES	1
1.1. Mission.....	1
1.2. Values.....	1
2. RULES AND REGULATIONS.....	2
2.1. At all times	2
2.2. Pedestrian traffic in the terminal	2
2.3. Operating a vehicle in the terminal	3
2.4. Environmental policy.....	4
2.5. Access authorization and port access card.....	5
2.6. Restricted areas	5
2.7. Residual materials	6
3. EMERGENCY MEASURES.....	7
3.1. Emergency	7
3.2. In case of an evacuation.....	7
4. HEALTH AND SAFETY AWARENESS.....	8
4.1. Prevention of violence	9
4.2. Vehicles and handling equipment.....	8
4.3. Working at heights	9
4.4. Reserved lane for checkers and “BARRE”	8
5. SECURITY AWARENESS	10
5.1. MARSEC security level.....	10
5.2. Suspicious objects or behaviour.....	10
5.3. Inspection.....	10
6. ENVIRONMENTAL ISSUES AWARENESS.....	11
6.1. Excavation, trenches and soil management	11
6.2. Greenhouse gas / Atmospheric emissions.....	11
6.3. Sewer discharge	11
7. ACCEPTANCE OF THE HANDBOOK’S DIRECTIVES	16

1. MISSION AND VALUES

1.1. 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.

1.2. 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

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



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

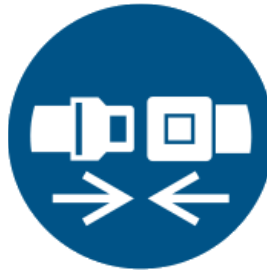
2.3. OPERATING A VEHICLE IN THE TERMINAL



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



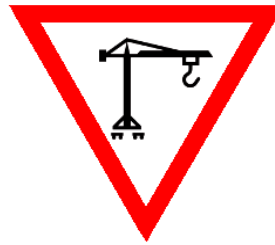
TURN ON THE FLASHING
LIGHTS, STROBE LIGHTS OR
DISTRESS LIGHTS



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 BETWEEN
THE CONTAINER BLOCKS



SHUT OFF YOUR ENGINE IF
YOU ARE NOT IN MOTION

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

2.4. ENVIRONMENTAL POLICY

Montreal Gateway Terminals Partnerships vision is to be an environmentally sustainable company. By developing and maintaining protocols to protect the environment, Montreal Gateway Terminals Partnership shall remain as a staunch environmentally safe and secure ally.

Montreal Gateway Terminals Partnership, located in the Port of Montreal, is comprised of two separate terminals specializing in marine container operations providing services to meet the present and future needs of employees, customers and contractors.

Montreal Gateway Terminals Partnership is committed to ensure that all reasonable efforts are taken to mitigate environmental impacts and prevent pollution by dedicating adequate financial and human resources for the development and maintenance of its Environmental Management System.

Montreal Gateway Terminals Partnership shall set objectives and targets relevant to the improvement of its environmental performance, in addition to monitor and measure the activities that can have a significant impact on the environment.

Montreal Gateway Terminals Partnership conforms to all applicable federal, provincial and municipal environmental laws and regulations, as well as Port of Montreal, corporate requirements and all other requirements applicable.

In order to monitor the implementation of the Environmental Management System and to review and justify the need for enhancement, an annual environmental report shall be presented to the Board of Directors, communicating significant initiatives and performance indicators.

Montreal Gateway Terminals Partnerships Environmental Policy statement is available to the public upon request, and is communicated to employees and contractors.

Michael Fratianni

Chief Executive Officer, June 6th 2014

TRUCKERS MUST TAKE THE NECESSARY MEASURES TO STAY ON COURSE WITH THE «**C.A.P.**» :
COMPLIANCE WITH THE LEGISLATION AND REGULATIONS AND OTHER APPLICABLE REQUIREMENTS;
AMELIORATION OF ENVIRONMENTAL PERFORMANCE ON A CONTINUOUS BASIS;
PREVENTION OF POLLUTION (CONSERVATION AND RESPONSIBLE USE OF NATURAL RESOURCES).

2.5. ACCESS AUTHORIZATION AND PORT ACCESS CARD

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. 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.

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. It is forbidden to lend or give your pass to another person. Contact MGT Security if your card is lost, stolen, damaged, defective or expired.

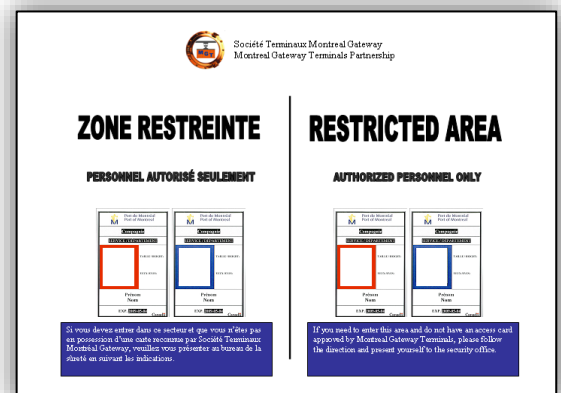


2.6. RESTRICTED AREAS

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.



2.7. 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 **20 and 22**);
- proceed immediately to the gathering point (see evacuation plan on pages **20 and 22**);
- 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. 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.

4.2. 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”.



4.3. 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.



4.4. 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:

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

4.5. WORKING AT HEIGHTS

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

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

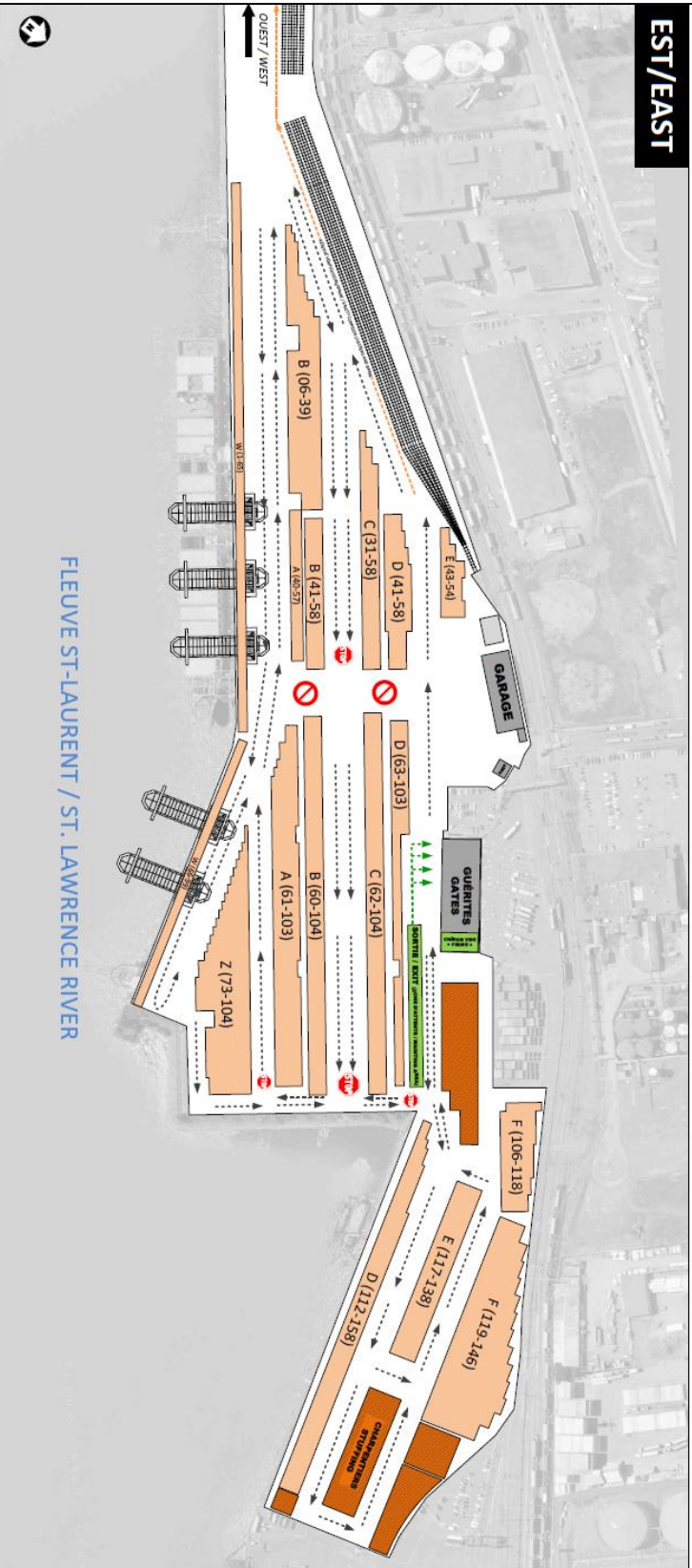
Care must be taken to minimize dust emissions during transportation activities. For welding or sanding, the suction systems provided for this purpose must be used, in order to reduce particulate emissions into the atmosphere and comply with the standards established by the municipal by-laws. Any welding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

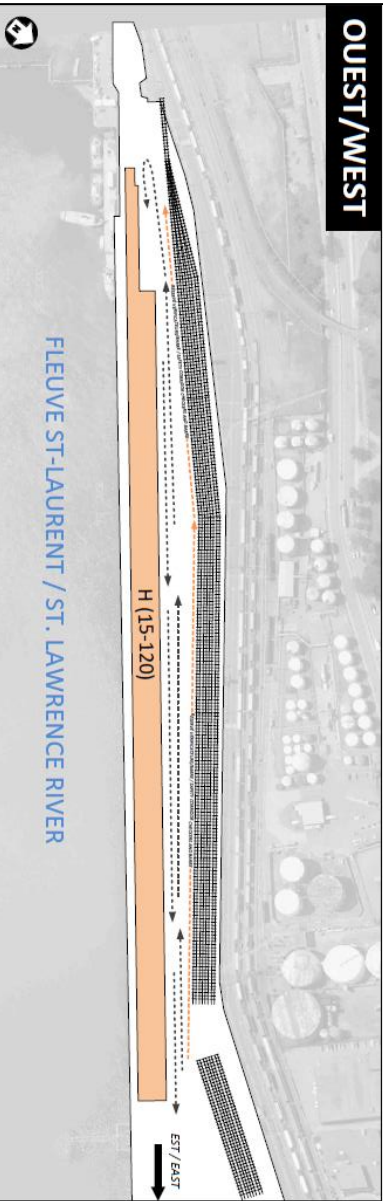
6.3. SEWER DISCHARGE

All equipment must be washed on the washing platform, according to the directives of procedure **MO-01 – Equipment Washing Procedure**. No discharge shall be released into the MGT sewer system, into the surface water or into the river.

PLAN DE CIRCULATION / TRAFFIC PLAN



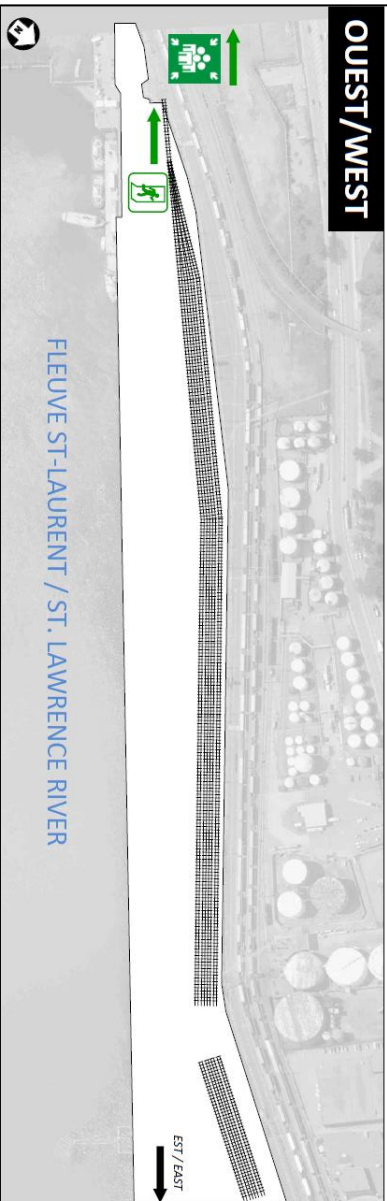
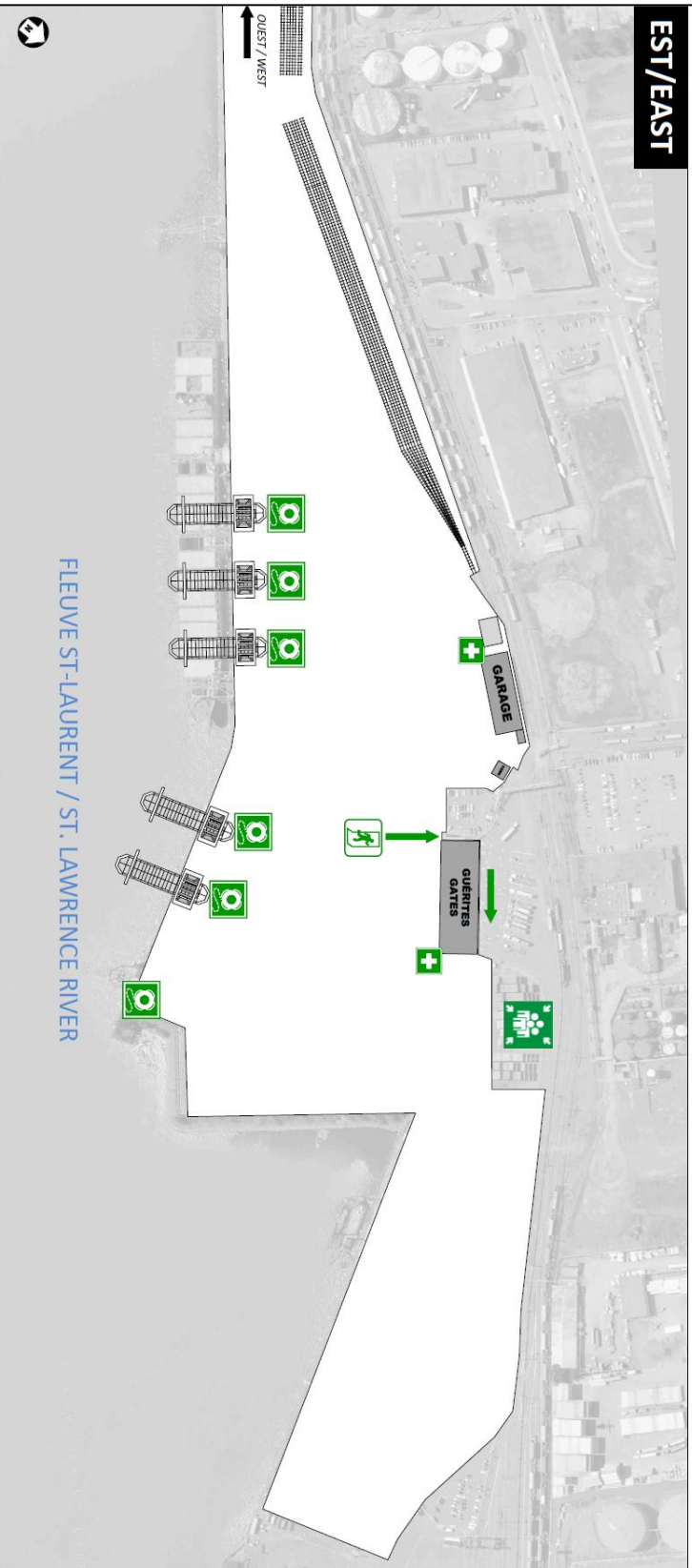
- LÉGENDE / LEGEND**
- ZONE D'ENTRÉPOSAGE STORAGE AREA
 - SENS DE LA CIRCULATION TRAFFIC DIRECTION
 - VOIES RÉSERVÉES POUR VÉRIFICATEURS/BARRE SAFETY CORRIDORS FOR CHECKERS/BARRE
 - PASSAGE INTERDIT NO ENTRY
 - ARRÊT OBLIGATOIRE MANDATORY STOP



SECTION 62 TERMINAL

DATE : AVRIL 2015

PLAN D'ÉVACUATION / EVACUATION PLAN



LÉGENDE

- VOIE D'ÉVACUATION
ESCAPE ROUTE
- SORTIE D'URGENCE
EMERGENCY EXIT
- POINT DE RASSEMBLEMENT
ASSEMBLY POINT
- PREMIERS SOINS
FIRST AID
- BOULÉE DE SAUVETAGE
LIFE PRESERVER

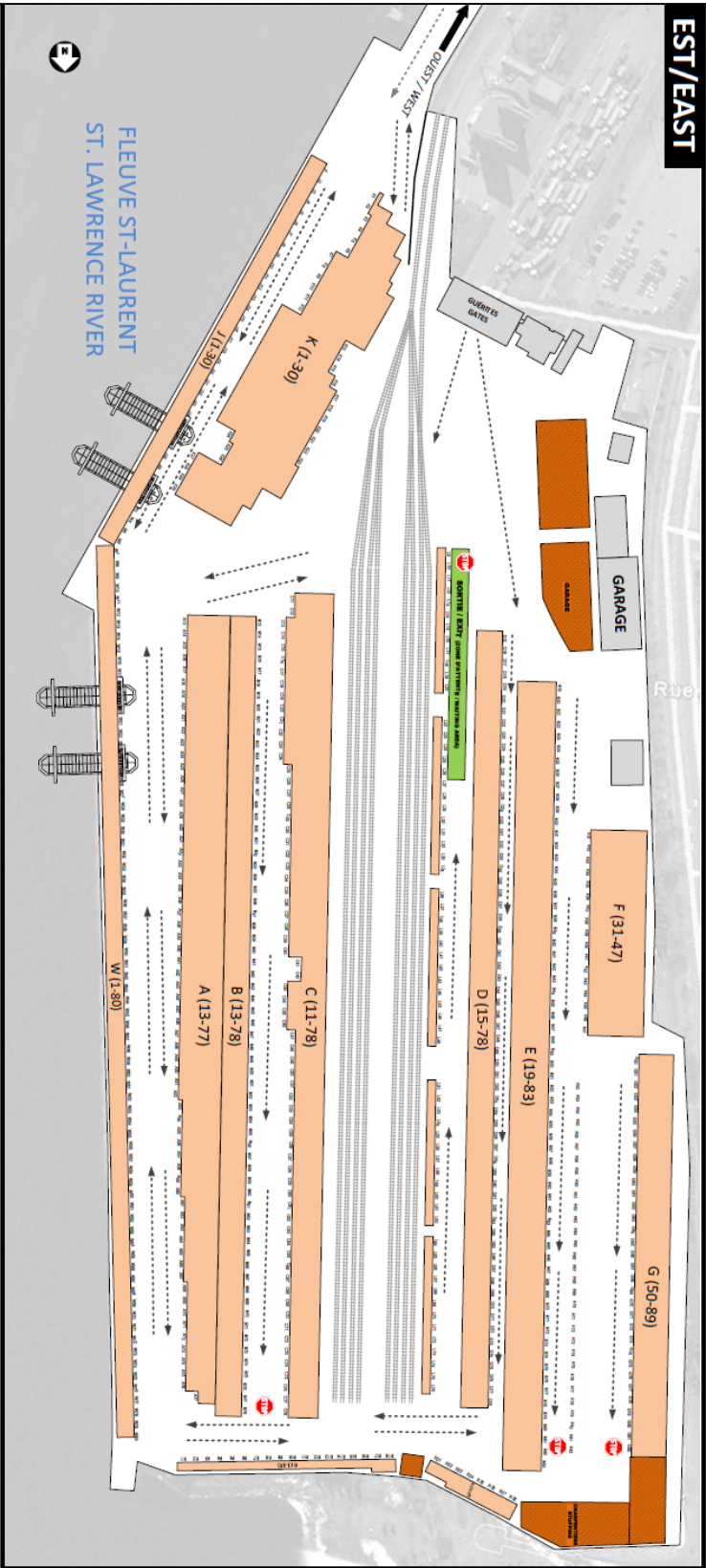
EN CAS D'INCENDIE IN CASE OF FIRE

- ACTIVEZ L'ALARME INCENDIE
ACTIVATE FIRE ALARM
- CONTACTEZ LA SÛRETÉ 514-537-3067
CALL SECURITY
- ASSISTEZ LES VICTIMES
ASSIST THE VICTIMS
- ÉLOIGNEZ TOUS LES PERSONS EN DANGER
KEEP PEOPLE AWAY FROM DANGER ZONE
- SANS PRENDRE DE RISQUE, UTILISEZ L'EXTINCTEUR
IF THERE IS NO DANGER, USE FIRE EXTINGUISHER
- DIRIGEZ-VOUS VERS LE POINT DE RASSEMBLEMENT. NE REVENEZ JAMAIS EN ARRIÈRE.
DIRECTIVE TO YOUR ASSEMBLY POINT. AVOID RETURNING TO DANGER ZONE.

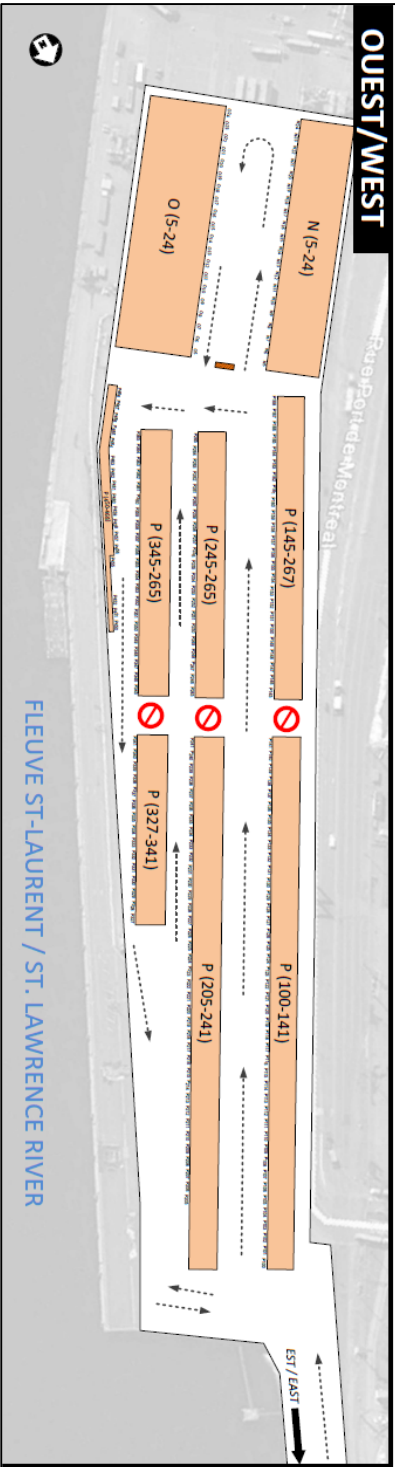
SECTION 62 TERMINAL

DATE: AVRIL 2015

PLAN DE CIRCULATION / TRAFFIC PLAN



EST/EAST



OUEST/WEST

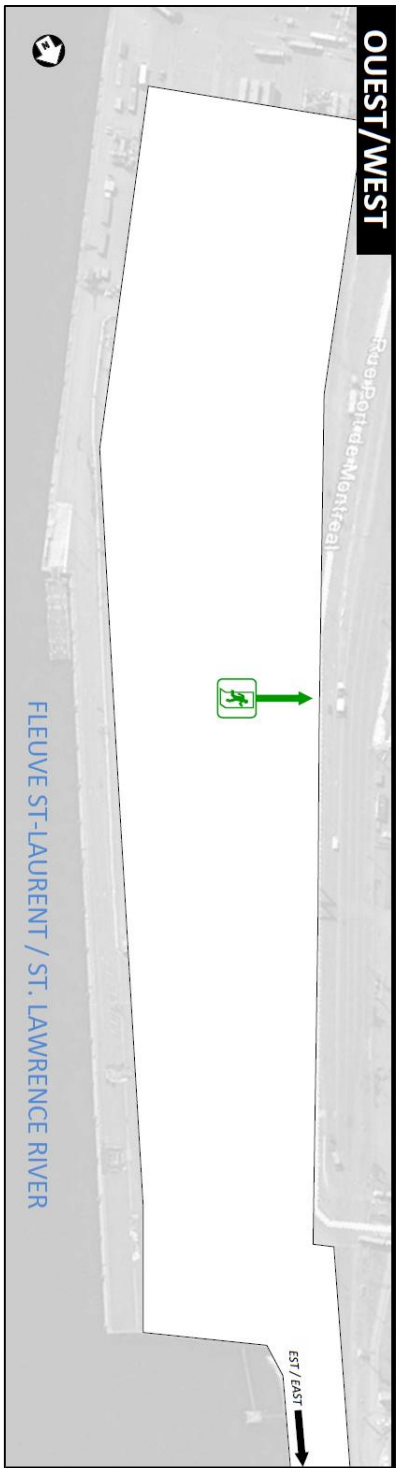
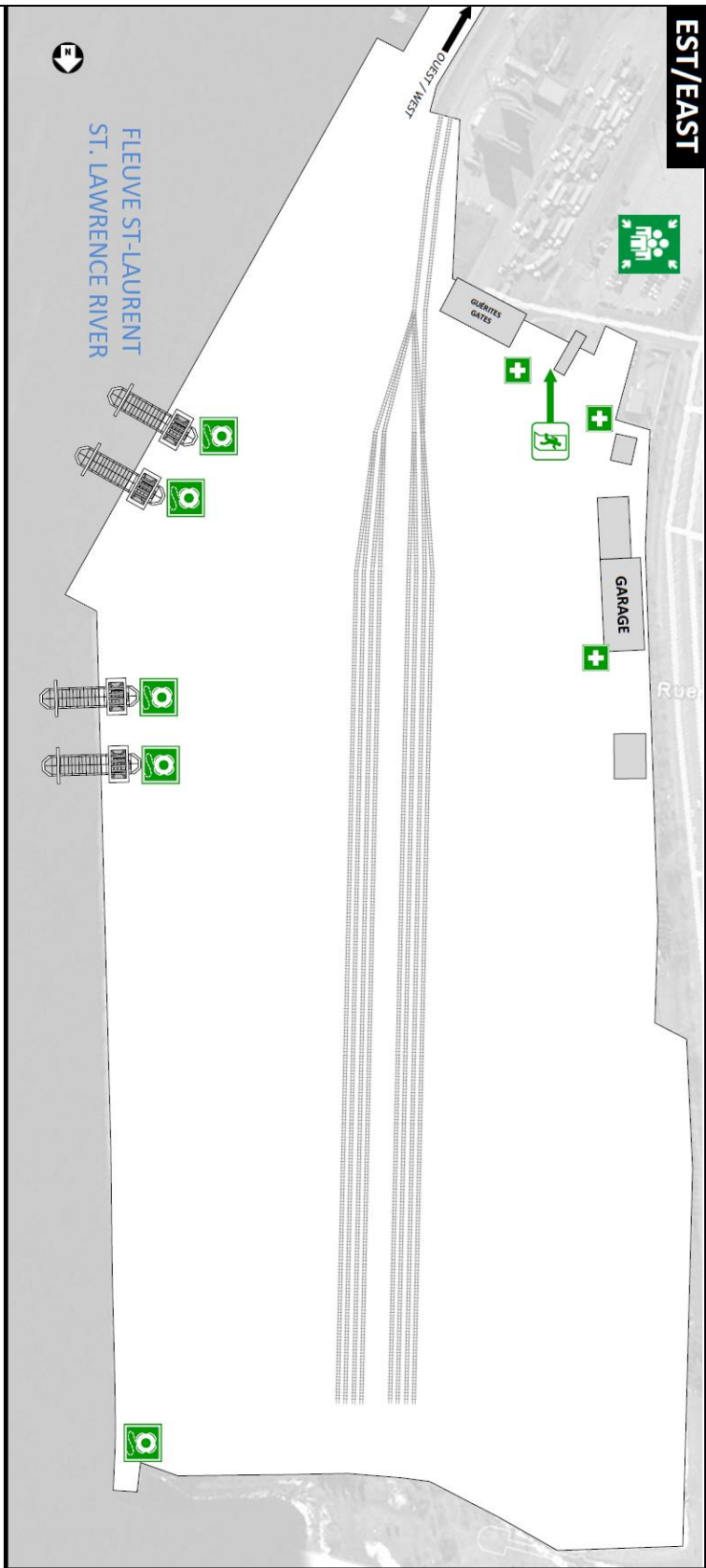
LÉGENDE / LEGEND

-  ZONE D'ENTRÉPOSAGE / STORAGE AREA
-  SENS DE LA CIRCULATION / TRAFFIC DIRECTION
-  PASSAGE INTERDIT / NO ENTRY
-  ARRÊT OBLIGATOIRE / MANDATORY STOP

SECTION 77 TERMINAL

DATE: MARS 2015

PLAN D'ÉVACUATION / EVACUATION PLAN



SECTION 77 TERMINAL

DATE: MARS 2015

LÉGENDE	
	VOIE D'ÉVACUATION ESCAPE ROUTE
	SORTIE D'URGENCE EMERGENCY EXIT
	POINT DE RASSEMBLEMENT ASSEMBLY POINT
	PREMIERS SOINS FIRST AID
	BOUÉE DE SAUVETAGE LIFE PRESERVER

EN CAS D'INCENDIE IN CASE OF FIRE	
	ACTIVER L'ALARME INCENDIE ACTIVATE FIRE ALARM
	CONTRÔLEZ LA SÛRETÉ 514-357-3867 CALL SECURITY
	ASSISTEZ LES VICTIMES ASSIST THE VICTIMS
	ÉLOIGNEZ TOUTES PERSONNES EN DANGER KEEP PEOPLE AWAY FROM DANGER ZONE
	SANS PRENDRE DE RISQUE, UTILISEZ L'EXTINCTEUR. NE DANSEZ JAMAIS AVEC LE FEU. WITHOUT TAKING ANY RISK, USE FIRE EXTINGUISHER.
	DIREZ-VOUS VERS LE POINT DE RASSEMBLEMENT. NE RENVEZ JAMAIS PROCEZ DIRECTEMENT TO YOUR ASSEMBLY POINT. AVOID RETURNING TO DANGER ZONE

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).

CONSENT	
I declare I have received and reviewed a copy of the MGT <i>Handbook</i> . I understand these directives and I agreed to comply with them. I also acknowledge that non-compliance with these directives may compromise my contractual relationship with MGT.	
EMPLOYEE'S FIRST NAME AND LAST NAME	EMPLOYEE'S SIGNATURE