

Sub-Trade Onboarding & Compliance Package

Effective Date: April 21, 2026

Gentec Construction Group welcomes all trade partners to our network of construction professionals. To ensure quality, safety, and legal compliance, each subcontractor must review and complete this onboarding package in full before starting work on any Gentec-managed project site.

1. REQUIRED DOCUMENTATION

All subcontractors must provide the following before mobilization:

- Proof of General Liability Insurance (\$5,000,000 minimum, naming Gentec Construction Group as Additional Insured)
- Automobile Liability Insurance (\$1,000,000 minimum)
- Valid WCB / WSIB Letter of Good Standing (renewed upon expiry; Gentec must be notified immediately of any lapse)
- Certificates of Insurance (to be renewed and resubmitted upon expiry)
- Valid Trade Licences or Certifications as required by applicable provincial regulations
- Trade Licence Number (where applicable by jurisdiction)
- Signed Gentec Sub-Trade Service Agreement (provided separately)
- Proof of Safety Training: WHMIS, Fall Protection, and any project-specific certifications

2. HEALTH & SAFETY REQUIREMENTS

All sub-trades must comply with Gentec's Safety Program and all applicable provincial and federal Occupational Health & Safety (OHS) regulations. Mandatory requirements include:

- Daily toolbox meetings and attendance sign-ins
- Use of CSA-approved Personal Protective Equipment (PPE) at all times on site
- Completion of site-specific orientation before commencing any work
- Immediate reporting of all incidents, near-misses, injuries, or property damage to the Gentec site supervisor
- Full cooperation with all Gentec and regulatory safety inspections
- Compliance with all posted site rules and project-specific safety plans

Non-compliance with any safety requirement may result in work suspension, back charges, or permanent removal from the Gentec sub-trade network.

3. QUALITY AND CONDUCT EXPECTATIONS

Sub-trades represent Gentec Construction Group on every project. The following standards are mandatory:

- Professional conduct toward all personnel, clients, and site visitors at all times
- Coordination and communication with other trades and Gentec site supervision
- Delivery of work that meets or exceeds industry quality standards and project specifications

- Compliance with all Gentec-issued project schedules, sequencing, and milestone requirements
- Deficiency correction: any deficient work identified by Gentec or the client must be remedied promptly and at no additional cost within the timeframe specified by Gentec

4. PAYMENT & COMPLIANCE POLICY

Payment to sub-trades is subject to the following terms:

- Payment terms: Net 30 days from receipt of a compliant invoice, subject to Gentec receiving payment from the project owner/GC (pay-when-paid basis where applicable)
- All invoices must reference the project name, project number, and applicable scope of work
- Payment is contingent upon full compliance with all documentation, safety, and quality standards outlined in this package
- Gentec reserves the right to apply back charges for: corrective work required due to sub-trade deficiencies, delays caused by the sub-trade, safety violations, or costs incurred due to non-compliance
- Back charges will be communicated in writing with supporting documentation. The sub-trade will have five (5) business days to dispute a back charge in writing before it is applied
- Statutory holdback of 10% will be retained per the Builders' Lien Act (Alberta) or applicable provincial legislation and released upon expiry of the lien period

5. TERMINATION OF SUB-TRADE ENGAGEMENT

Gentec Construction Group reserves the right to terminate a sub-trade's engagement under the following circumstances:

- Material breach of this package or the Sub-Trade Service Agreement
- Repeated safety violations or failure to maintain required certifications
- Failure to perform work to the required quality standard after written notice
- Insolvency, loss of required licences, or lapse of required insurance

In the event of termination, the sub-trade shall be paid for all compliant work satisfactorily completed to the date of termination, less any applicable back charges, holdbacks, or costs to complete deficient work.

6. CONFIDENTIALITY AND NON-SOLICITATION

By accepting engagement with Gentec Construction Group, each sub-trade agrees to the following:

- Confidentiality: All project information, client details, pricing, drawings, and proprietary Gentec information shall be kept strictly confidential and shall not be disclosed to any third party without Gentec's prior written consent.
- Non-Solicitation: During engagement and for twelve (12) months following the conclusion of any Gentec project, the sub-trade shall not directly solicit or contract with any Gentec client with whom they had contact through a Gentec project, without Gentec's prior written consent.
- These obligations survive the conclusion of any individual project or termination of the sub-trade's relationship with Gentec.

7. WARRANTY OBLIGATIONS

All sub-trades warrant that their work will be performed in a professional and workmanlike manner, free from defects in materials and workmanship:

- Warranty period: One (1) year from the date of Substantial Completion of the applicable scope of work
- During the warranty period, the sub-trade must promptly remedy any defects or failures in their work at no cost to Gentec or the client
- Failure to respond to a warranty call within five (5) business days of written notice may result in Gentec arranging remedial work at the sub-trade's expense

8. DATA PRIVACY

Information collected through onboarding, including insurance details, WCB numbers, tax identification numbers, and banking information, will be:

- Used solely for vendor management, compliance verification, and payment processing
- Stored securely and not shared with third parties except as required by law or for payment processing
- Retained only for as long as necessary to fulfill its purpose or as required by applicable law

Sub-trades may request access to or correction of their information at any time by contacting info@gentec.group.

9. ACKNOWLEDGMENT & SIGNATURE

By signing below, the authorized representative confirms that:

- They have read, understood, and agree to comply with all requirements in this package
- All documentation submitted is accurate and current
- They have authority to bind the company to these terms

Company Name:

Company Registration #:

Authorized Representative:

Title / Position:

Signature:

Date:

Witness Name:

Witness Signature:

FOR GENTEC CONSTRUCTION GROUP USE ONLY

Approved By:

Date Received:

Vendor ID Assigned:

Notes: