



Graham Kelly

Vice-président, Opérations, Avions Global et site de Toronto

Vice President, Operations, Global Aircraft and Toronto Site

To all Toronto site employees.

Management team: please ensure to share this message with employees without an email address.

Dear colleagues,

As you know, our Toronto site is now targeting a return to service on May 19 for the majority of our team members. This measure will help harmonize production with both a disrupted supply chain, internal sequence between Bombardier sites and customer commitments. It will also help ensure the health and safety of teams who are working on critical activities to support our progressive ramp up.

For our site, Bombardier will apply the Canadian Emergency Wage Subsidy to enhance the compensation structure for all team members in Ontario and Quebec. Everyone on furlough will be put back on Bombardier payroll retroactively from April 12, 2020 and will be compensated in line with the communicated Canadian Emergency Wage Subsidy government-supported amounts, provided that they remain employed by Bombardier and Bombardier remains eligible to the program. They will also continue to receive full health and wellness benefits. More information on this program will be available through your immediate leader, the Human Resources team and on Bnet.

Note that the resumption of activities at our site is taking place cautiously and under the strictest possible health, safety and sanitation measures which exceed government recommendations. I would also like to highlight that we are implementing this progressive return in full cooperation with union leaders. While we exercise the utmost caution in gradually ramping-up our activities, we urge you to increase your vigilance outside of work – continue to wash your hands frequently, ensure that you maintain social distancing and limit unimportant trips out of your homes.

Thank you for your continued support and collaboration to keeping our colleagues and team members safe and healthy.

Graham

April 27, 2020

THE CANADA EMERGENCY WAGE SUBSIDY (CEWS)

The [Canada Emergency Wage Subsidy \(CEWS\)](#) is a program that was put in place by the Canadian Federal Government to provide employers that meet a set of eligibility criteria with a wage subsidy that covers 75% of their employees' salary, up to a maximum benefit of \$847 per week per employee.

Bombardier is eligible to receive subsidies under the CEWS. As such, all employees on temporarily laid off as of April 12th will be paid by Bombardier 75% of their salary, up to the CEWS maximum of \$847 per week, minus applicable deductions. This will allow employees to contribute to their pension plan and group benefits plan.

For employees that were not on temporarily laid off, Bombardier will also receive from the federal government a subsidy under the CEWS. Employees at work will receive their full salary.

■ Summary

SITUATIONS	IMPACTS
<p>Employees currently on temporary layoff and who are required to return to work (teleworking or at work)</p>	<ul style="list-style-type: none"> • As of April 12th, and until June 6, 2020, or until their return to work, whichever should occur first, employees will receive a gross amount from Bombardier equivalent to 75% of their salary, up to a maximum of \$847 per week. • Applicable deductions will be deducted from each pay based on the amount they earned during this period. It includes social contributions (Employment Insurance, Quebec Pension Plan, Quebec Parental Insurance Plan, Canada Pension Plan), income tax deductions and pension plan. Contributions to <i>B-flex</i>, when applicable, will be deducted the same amount as before employees were temporarily laid off. • As of their return-to-work date, or up to June 6 2020, which ever should occur first, employees will receive their full salary paid by Bombardier. • Bombardier will receive from the federal government a subsidy covering 75% of salary up to the maximum amount. This subsidy will also be applicable to employees who have not been on temporary layoff.
<p>Employees currently on temporary layoff and not returning to work</p>	<ul style="list-style-type: none"> • As of April 12th, and until their return to work, or up to June 6 2020, whichever should occur first, employees will receive a gross amount from Bombardier equivalent to 75% of their salary, up to a maximum of \$847 per week. • Applicable deductions will be deducted from each pay based on the amount they earned during this period. It includes social contributions (Employment Insurance, Quebec Pension Plan, Quebec Parental Insurance Plan, Canada Pension Plan), income tax deductions and pension plan. Contributions to

	<p>B-flex, when applicable, will be deducted the same amount as before employees were temporarily laid off.</p> <ul style="list-style-type: none"> • Employees will receive the retroactive payment on May 21, 2020 if they are employed by Bombardier at the time of payment. • As of their return-to-work date, employees will receive their full salary paid by Bombardier.
Employees starting a leave and currently not working	<ul style="list-style-type: none"> • All standard programs and company policies will apply. • Bombardier will receive from the federal government a subsidy covering 75% of salary up to a maximum of \$847 per week.

Note: Applicable to all eligible employees: Considering that employees will be paid retroactively as of April 12 if they are employed by Bombardier at the time of payment, they will have to reimburse amounts received under the CERB covering this period. Based on the information provided by Service Canada, employees will be notified by the Canada Revenue Agency (likely at the end of this year). Reimbursement procedures will be provided at that time. It is important to note that it is your responsibility to declare the amount received under the Canada Emergency Response Benefit (CERB) and to follow government directives.

THE FAQs BELOW APPLY TO EMPLOYEES WHO WILL BE RECEIVING A RETRO COMPENSATION FROM BOMBARDIER AS OF APRIL 12 BEFORE THEIR RETURN TO WORK

■ Eligibility and participation in the program

1. What do I need to do if my temporary layoff is extended after May 19th?

When you file your biweekly unemployment insurance form, you'll need to indicate that you'll receive income from Bombardier starting on April 12th.

2. What happens if I go on short-term disability during the period that I'm covered by the CEWS?

You won't receive short-term disability benefits. However, you'll still be eligible to receive the CEWS benefits through Bombardier's payroll.

3. Will participation in the CEWS program impact my eligibility for the Canadian Emergency Response Benefit (CERB)?

Yes. According to the latest information available from the Federal Government, if you're laid off while receiving CEWS benefits, you'll be eligible for the CERB program if you meet the program's eligibility conditions.

4. How long is the program available for?

According to the latest information from the Federal Government, the program is available until June 6th, 2020.

How you'll be paid during this period

7. When will I receive my first payment?

You will receive income from Bombardier according to the usual pay schedule. Your retroactive payment from April 12 will be paid on May 21, 2020 if you are employed by Bombardier at the time of payment.

	Unionized	Salaried
Employees at work	Regular pay according to usual pay schedule	Regular pay according to usual pay schedule
Returning to work on May 19 th	May 21 payroll: retro pay covering April 12–May 17	May 21 payroll: retro pay covering April 12–May 17

8. Considering that I am paid retroactively as of April 12, how should I reimburse the amounts received under the Canada Emergency Response Benefit (CERB)?

According to the information provided by Service Canada, you'll receive a notification from Canada Revenue Agency (likely late this year) if you have received too much CERB during the period you were laid off. Reimbursement procedures will be provided at this time.

9. How much can I expect to receive?

The exact amount will vary depending on your situation. The gross amount you can expect to receive will be 75% of your salary, up to \$847 per week. Applicable deductions including social contributions (Employment Insurance, Quebec Pension Plan, Quebec Parental Insurance Plan, Canada Pension Plan), income tax deductions, pension plan and group benefit contributions will be deducted from each pay.

10. How will I receive money – by cheque or direct deposit?

There's no change in this regard. You'll receive your salary the same way you regularly do.

11. Is the amount I receive taxable? How do deductions work?

Yes. The amount paid by Bombardier is considered taxable income. Bombardier will apply applicable deductions including your social contributions (Employment Insurance, Quebec Pension Plan, Quebec Parental Insurance Plan, Canada Pension Plan), income tax deductions, pension plan and group benefit contributions.

One thing that's very important to know is that your social contributions, income tax deductions and pension plan contributions will be calculated based on the amount you receive while under the CEWS program. You may eventually be required by the tax authorities to pay additional income tax on the amount you received, depending on how much you earned before you were temporarily laid off as well as how much you'll earn when you return to work and are paid your full salary.

12. Will Bombardier top up the remaining 25% of my salary?

No. While you're not working, you'll only receive 75% of your salary, up to the maximum amount of \$847 per week minus applicable deductions. If you are working, you'll continue to be paid your full salary by Bombardier.

13. Will I continue to accrue vacation during the period covered by CEWS?

- Toronto – Unifor, Local 112: Yes. Vacation rate is calculated on the employees' earnings during the reference period: June 1st to May 31st.

- Toronto – Unifor, Local 673: Yes. Vacation will continue to be paid at the regular rate.

14. What happens to my benefits?

There is no change in benefit coverage from the temporarily laid off period. As a reminder:

- *Unionized – Toronto*: The following coverages are maintained during the interruption period: medical, dental benefits and basic life insurance. Disability coverage stop during the period of interruption.

15. What happens with the donations I used to have through payroll deductions (e.g: United Way Centraide)?

- a. They'll continue to be deducted the same amount before you were temporarily laid off.
- b. If you want to change your deductions, contact the Employee Service Centre via email at cse_canada@aero.bombardier.com.

■ Additional questions

16. Can I use my remaining 2019 vacation days or my 2020 vacations during this period?

No, you can't use vacation days until you return to work.

17. What happens to my retirement plan?

Pension Plan rules have to be followed. You'll start to make contributions (if contributions are required), based on the salary you will receive during the CEWS period and you will start to accumulate credited service (if credited service had stopped).

18. I've already applied for my retirement. What does this mean for me?

You can retire on your scheduled date.

19. I want to retire. How do I apply for it?

The retirement application procedure and the form are available on Bnet:

- a. Go to: Bnet → Employee Services → ESC – Canada
- b. In the menu on the left, click on the Retirement section and then click on Retirement Request.
- c. Please note that during the temporary layoffs, the immediate supervisor's signature is not required. However, it's your responsibility to notify your immediate supervisor or your human resources business partner.
- d. Next, please send the form by email to: CSE_Canada@aero.bombardier.com

20. Who should I contact if I have questions about my pension plan?

- a. For the Defined Benefit Plan, contact the Bombardier Pension Administration Team at 1-844-381-1907.
- b. For the Defined Contribution component, contact Sun Life Financial at 1-866-733-8612.

Tele-health program

Bombardier employees in Canada, and their eligible dependents, can connect with a Canadian-licensed doctor for medical care from a phone, tablet or computer – any time, 24/7. The service is provided by Maple and covered by your benefits package.

When you log on, you'll be connected with a doctor who can treat many common medical conditions online including allergies, asthma, cold and flu, infections, pink eye, a sore throat for example. During your consultation, you can receive diagnoses, prescriptions and lab requisitions if needed. You can also use our provider's online platform to easily keep track of medical records.

Want to learn more? Check out this [program summary](#). Our provider has also prepared an [FAQ](#).

Connect with a doctor virtually

1. Register with Maple:

- **If you have a Bombardier email address**, you'll receive an email invitation from Maple to sign up with instructions to create your account. If you try another login option, the system won't recognize you so make sure you use your Bombardier email if you have one!
- **If you don't have a Bombardier email address**, log in to Maple's online portal at www.getmaple.ca/bombardier using your insurance certificate number, which you can find it on your Industrial Alliance card.

Don't have your card? Here's your insurance certificate number:

- BA Montreal employees: use your employee identification number (B-number) without the leading zeros (ex: if your B-number is B0123456, your insurance certificate number is 123456. If your B-number is B0012345, your insurance certificate number is 12345)
- BA Toronto employees: Your certificate number begins with 99, followed by your 5-digit clock number (ex: if your clock number is 12345, your insurance certificate number is 9912345)

If you have any issues, please email support@getmaple.ca

- ### 2. When a medical need arises, log in to your Maple account through the mobile application or website and request a consultation with a general practitioner
- ### 3. Choose how you want to connect with a doctor – by text, audio or video chat.

You can download the app for iPhone, iPads and Android devices!

Who's eligible?

- All permanent and temporary full-time active employees in Canada (BA, BT and Binc)
- Employees that were temporarily laid off due to Covid-19 measures

Who's not eligible? Retirees, students and employees on:

- Maternity, paternity or parental leave
- Short-term and long-term leave
- Assignment to and outside Canada
- Temporary part-time employees

Important legal information

- If you elect to subscribe to the services, you'll be subject to Maple's [Terms of Use](#) and [Privacy Policy](#).
- Bombardier isn't the service provider; that means the company won't be responsible for any services provided to the users through the platform.
- Bombardier will not have access to any of the personal information you share with Maple.

maple

Virtual Care Overview

Maple is Canada's largest 24/7 virtual care provider.



Instant connection with a doctor, available in English and French through web or mobile app



Digital prescriptions (free delivery or pickup), medical notes, and lab requisitions



24/7 access with an average wait time of less than 2 minutes to see a doctor



Access to a network of over 300 Canadian licensed physicians, even while travelling



Digital health record for storing, sharing and managing your own health data



98% satisfaction rate and a customer net promoter score of +79



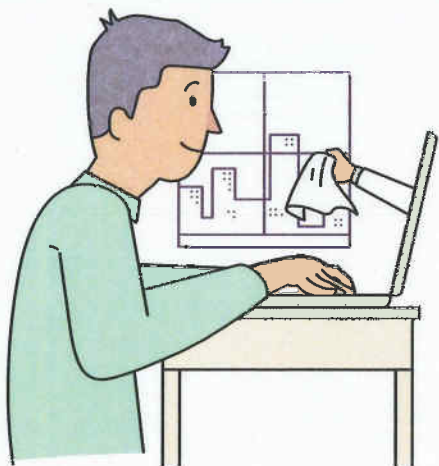
Option to securely text, audio, or video chat with the doctor



Maple is a fully covered benefit for you and your family on one shared account

Maple can help prevent the need to go to a walk-in clinic or the ER.

Maple doctors are safely and accurately able to diagnose and address the majority of common illnesses and medical issues including, but not limited to:



Abrasions

Flu

Pinkeye

Bacterial vaginosis

Frostbite

Respiratory infections

Bites & stings

Headaches

STIs

Body aches

Migraines

Sinus infection

Bronchitis

Hives

Skin infections

Bruises

Insomnia

Sore throat

Cough

Itchy eyes

Sprains and strains

Dehydration

Lice

UTIs

Diarrhea

Mild lacerations

Vomiting

Earache

Nasal congestion

Yeast infections

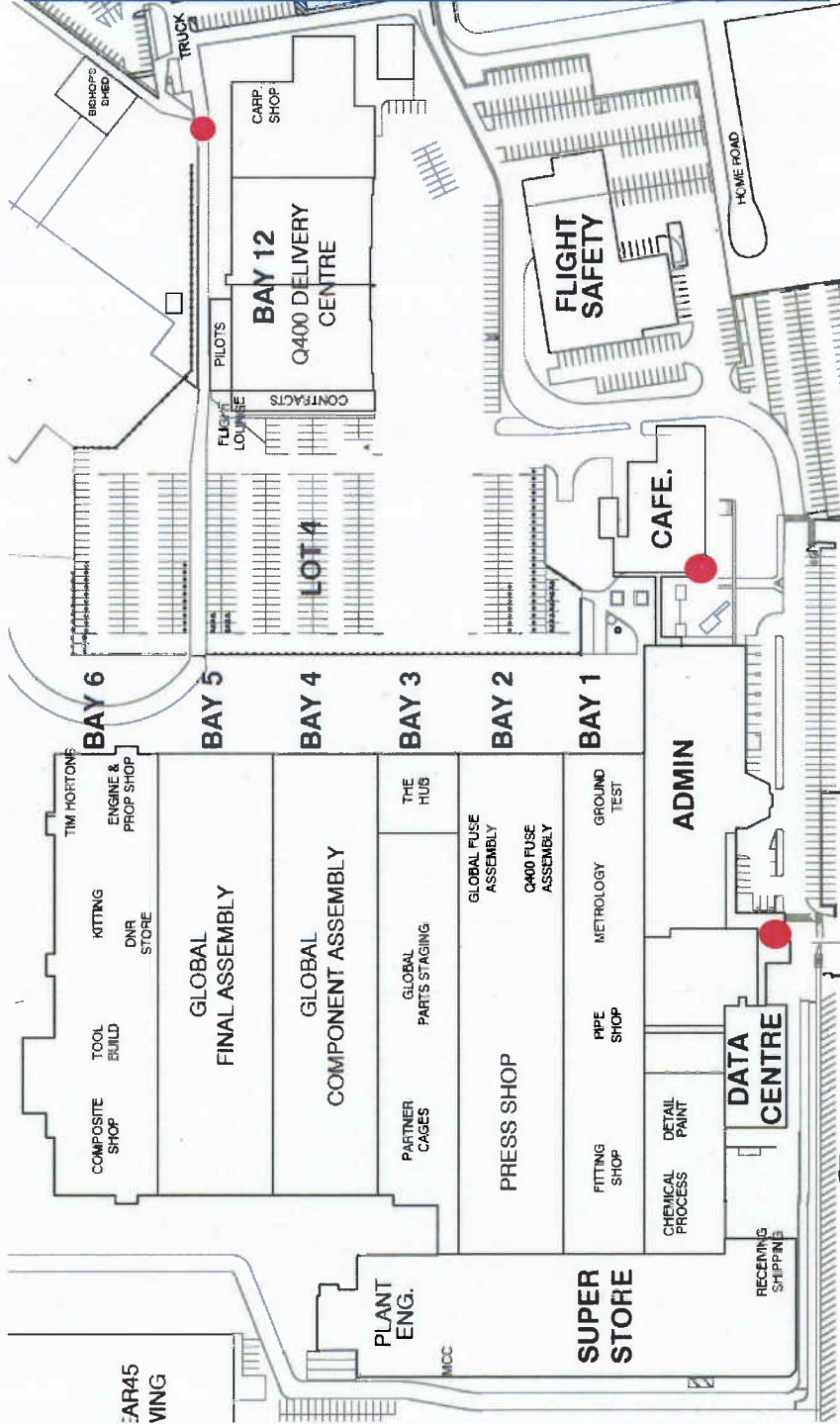
Fever

Nausea

... and many more!

Toronto Site – May 19th Startup

Main entry points for this day



Utilize 3 main access points for start up on May 19th

- Main Security
- Main Café exit doors
- East Gate Turnstiles

BOMBARDIER

1 Make sure you have your badge with you, visible upon entry

BOMBARDIER & UNIFOR Employee Service Contacts:

Local 112

Jeff Wood

Plant Chairperson

Email: Jeff.Wood@aero.bombardier.com

Al Gale

Benefits & Pension Representative

Telephone: 416 375 4456

Email: Al.Gale@aero.bombardier.com

Union website: www.unifor112.ca

Union Hall Telephone Number: 416 635 5988 (extension 221 or 225 or 112)

Local 673

Vito Furlano, Plant Chairperson

Vito.Furlano@aero.bombardier.com

Brian Wilson, Benefits & Pension

Brian.Wilson@aero.bombardier.com

Admin Support & Office Email:

support@uniforlocal673.org

Union website: <http://uniforlocal673.org>

Union Hall Telephone Number: 416 636 5767

Bombardier Employee Service

Benefits & Pension

Margaret Wang, Human Resources

Email: Margaret.Wang@aero.bombardier.com

Payroll & Employee Records

Sharon Williams, Human Resources

Email: Sharon.Williams@aero.bombardier.com

General questions regarding ROE's, benefits, sub-fund:

cse_canada@aero.bombardier.com

Short-Term Disability Benefits

Linda Weinberg, Disability Management Specialist

Email: Linda.Weinberg@aero.bombardier.com

Employee Health Centre: 416 375 3229