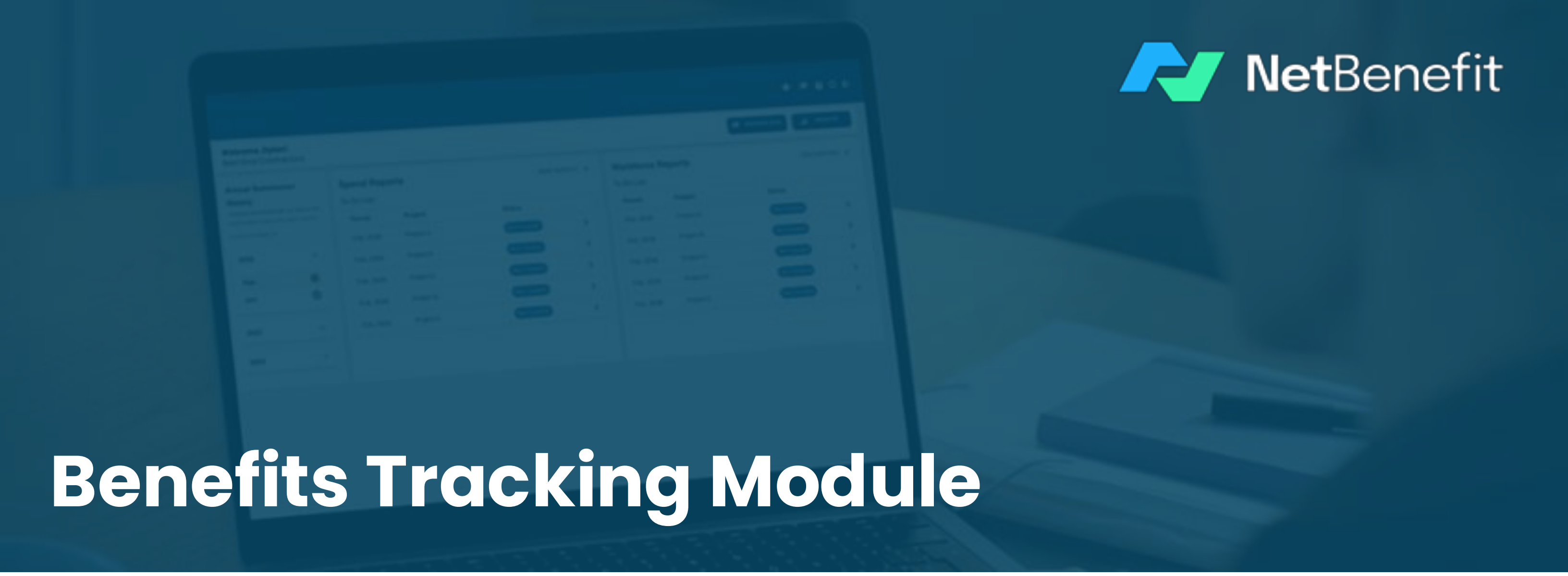


Benefits Tracking Module

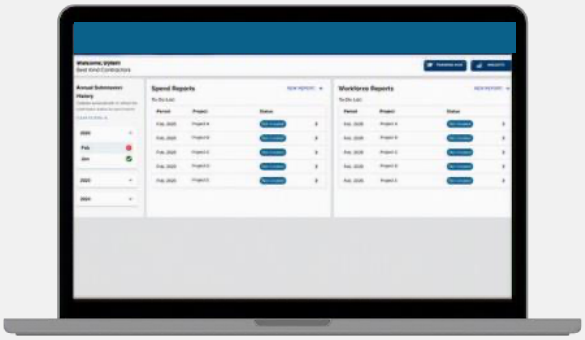
1. Accessing Your Account

To get started, you will receive a secure link to set up your account. Please create your password and log in using your personalized company account. For security purposes, accounts are assigned to individual users. If new users or additional access is required, please contractor your administrator.

2. Navigating The Platform

From the contractor dashboard, users can:

- Create and submit reports
- View submission status and history
- Access training material and vendor support
- View insights and pull basic reports



3. How You Submit

All submitted reports are reviewed for accuracy and completeness. If any updates are needed, the report will be returned with notes and revision.

Monthly Workforce Report

Add employee, work hours, and training initiatives for each project.

- Manage employee data using Employee IDs
- Add each employee once and update the profile only if their job changes

Monthly Spend Report

Add subcontractor spend and community investment for each project.

- Report eligible spend
- Optional reporting on community investment

Reporting Requirements

Each month, contractors are required to submit a **Workforce Report** and a **Spend Report** for each active project. All information must reflect activity occurring during the monthly reporting period. Timely and accurate reporting supports compliance, enables effective project tracking, and captures the impact of the work being completed. Please note: Your organization is responsible for keeping users, records, and reporting details accurate and up to date.

Monthly Workforce Reports

Workforce Reports capture project-related labour activity during the monthly reporting period. Workforce Reports are divided into three categories: **Employee Information** and **Work Hour Details**. Requirements may vary based on your reporting requirements.

1. Employee Information

Report any new employees added during this reporting period. Employees must be managed using their Employee ID. Add each employee once and update their profile only if information changes.

Required Details:

- Employee ID
- Location Details
- Gender
- Job Position
- Apprenticeship Status
- Apprentice Year
- Indigenous Affiliation
- Diversity Profile
- Job or Location Changes*

2. Work Hours Details

Report total hours for new and existing employees during the reporting period.

Required Details:

- Employee ID
- Total Work Hours

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Monthly Spend Reports

Spend Reports capture project-related expenditures during the reporting period. All reported information must reflect activity that occurred within the monthly reporting period. Spend Reports are divided into two categories: **Spend** and **Community Investment**.

1. Subcontractor Spend

Report any eligible spend during this reporting period. Requirements may vary based on your reporting requirements.

Required Details:

- Company Name
- Spend Amount
- Spend Date
- Business Category
- Business Location
- Diversity Profile
- Indigenous Affiliation
- Indigenous Ownership
- Other Regional Requirements

2. Community Investment

Report project-related community contributions made during the reporting period. While often optional, community investment reporting is encouraged to help reflect the broader impact your organization is making within the communities connected to the project. Requirements may vary based on your reporting requirements.

Required Details:

- Organization Name
- Investment Amount
- Investment Date
- Investment Type
- Indigenous Affiliation
- Diversity Profile