



Weyerhaeuser

Our Privacy Commitment to Employees in Canada

Weyerhaeuser is committed to taking appropriate steps to maintain the accuracy, confidentiality, and security of personal information under its control.

This is a brief summary of our privacy practices as they relate to prospective, current and former employees in Canada.

It is important that you understand the purposes for which we collect, use and disclose personal information, and what steps we take to protect your personal information.

Weyerhaeuser's Privacy Standard sets out the principles that govern Weyerhaeuser's collection, use and disclosure of personal information, including compliance with relevant privacy laws.

The acceptance of employment and benefits by an employee constitutes consent for Weyerhaeuser to collect, use and disclose personal information about an employee as set out in this brochure and in Weyerhaeuser's Privacy Standard.

PERSONAL INFORMATION

Personal information is any information about an identifiable individual, other than that person's business title and business contact information that cannot be associated with or traced back to a specific individual.

HOW DO WE PROTECT PERSONAL INFORMATION?

In order to protect your personal information and your right to privacy, Weyerhaeuser will take measures to:

1. protect your personal information with appropriate security safeguards;
2. protect the confidentiality of your personal information when dealing with other companies;
3. strive to keep your personal information as accurate and up-to-date as is necessary for the purposes identified above; and
4. respond to any request you may make for access to your personal information in accordance with relevant laws.

WHY DO WE COLLECT PERSONAL INFORMATION OF EMPLOYEES?

In general, Weyerhaeuser collects personal information about employees in order to:

1. manage and administer the employment relationship;
2. recruit, retain and develop employees;
3. manage and develop Weyerhaeuser's business and operations; and
4. comply with legal and regulatory requirements and with Weyerhaeuser policies.

More specifically, for example, Weyerhaeuser collects, uses and discloses personal information about employees in order to:

- make staffing and employee development decisions
- administer the terms of applicable collective agreement
- make travel and business arrangements
- track diversity
- assess our ability to meet business objectives
- administer compensation, benefits, pension, incentive, departure and staff reduction programs
- administer automatic payroll deposits
- report pay and compensation information
- support the personal health and well-being of employees when providing health services to employees, including medical assessment, weekly indemnity, short term and

long term disability, workers' compensation, return to work programs and employee and family assistance programs

- provide a safe, ethical and respectful workplace as required by law and Weyerhaeuser policies including records of safety incidents, ethics and business conduct and other workplace investigations, hazardous occurrences, accidents and injury reports
- protect and manage corporate assets including records of employee use of our networks (voice, email, intranet and internet) and, in some locations, surveillance and electronic card entry systems
- meet legal and regulatory requirements, including collecting information in response to a court order or to satisfy government reporting requirements for income tax or employment insurance.

WHEN DO WE DISCLOSE PERSONAL INFORMATION?

There are a variety of circumstances in which Weyerhaeuser discloses certain personal information about employees in order to manage the employment relationship. Employee information may be disclosed:

1. by one Weyerhaeuser business unit to other Weyerhaeuser business units or an affiliated Weyerhaeuser company for the purposes identified in this brochure.
2. to financial institutions, insurance providers, government departments and agencies such as the Canada Customs & Revenue Agency, Human Resources Development Canada, outplacement services, or the employee's union in order to administer compensation, benefits, pension, incentive, and departure programs.
3. to provincial workers' compensation boards, health and disability insurance providers or health professionals and vendors that assist with the administration of benefit programs in order to administer personal health and well-being programs.
4. to companies or individuals that are agents of Weyerhaeuser who perform functions on its behalf, such as compensation research, analysis, payroll processing, benefits processing and managing stock option plans and other saving plans.
5. as required by law, or to fulfill contractual obligations, to the employee's union, provincial labour boards, federal or provincial ministries or privacy commission, and courts and administrative tribunals.
6. to another company, including a Weyerhaeuser affiliate, if Weyerhaeuser is negotiating a change of ownership of one or more Weyerhaeuser business as a result of a transaction such as an asset or share sale, or some other form of business combination, merger or joint venture. In such a case, Weyerhaeuser will seek to restrict the collection, use and disclosure of the information to the purposes set out in the brochure or to purposes that relate to the business transaction.
7. to third party service providers for purposes set out in this brochure subject to restrictions similar to those set out in this brochure.

HOW DO I FIND OUT MORE?

If you have any questions or concerns about Weyerhaeuser's privacy practices that are not addressed in this brochure, you may contact Weyerhaeuser's Privacy Officer Canada at privacyofficercanada@weyerhaeuser.com. You may also seek advice from the relevant provincial or federal privacy offices.