

# A RESOURCE GUIDE FOR OUR FURLOUGHED PEOPLE

To support you through this difficult transition, our HR Team has curated this document with links, resources, information, and contacts, to help guide you through your next steps. We hope this will provide you with helpful knowledge and support during this time. If you have any further questions or would like to discuss your situation further, please contact your HR Business Partner, or email [hr@imax.com](mailto:hr@imax.com). Thank you for your continuous commitment and resilience.

## HOW TO PREPARE FOR YOUR LEAVE



### Complete Your Temporary Transition Plan

Ensure you have connected 1:1 with your Manager or appropriate Business Unit Leader to review your Temporary Transition Plan - [Ask your Manager for a template, if you haven't already gotten started.](#)

Keep in mind, the intent of this leave is temporary, and IMAX will function within a minimal operations model, so clarify with your Manager what work needs to be transitioned, and what work will be put 'on hold' until your return and/or a future date that makes sense.



### Ensure your personal contact information is up to date in our HR Systems.

ADP users can log in to [ADP](#) and update your personal email address &/or phone number accordingly. If you are an international employee and do not use ADP, please email [hr@imax.com](mailto:hr@imax.com) with your personal details and we will ensure our HR Systems are updated so we can get in touch with you when we need to.



### Complete any outstanding training/compliance requirements.

Log in to our [Learning Management System](#) and complete any of the outstanding items you may have on your list. A number of our compliance documents require completion by end of year, and completing them now means one less thing to worry about.



### Organize and save your files on a shared drive, and include these details on your transition planning document for easy access.



### Set Up Your Email 'Out Of Office' Notification On Outlook.

Setting up an automatic response on your email clearly redirects anyone trying to contact you and ensures nothing gets missed in your absence. [Click here](#) for set up instructions.

Here is an example script that you can customize & confirm with your Manager: *"Thank you for your email. I am currently out of the office and will not be reviewing or responding to emails during this time. In my absence, please email [NAME] at [EMAIL@imax.com] for assistance."*

## YOU REMAIN ELIGIBLE FOR YOUR EMPLOYEE BENEFIT PROGRAMS



### RETIREMENT SAVINGS PLANS

Your existing IMAX Retirement Savings Plans will remain intact during your leave. Any payroll employee RRSP/RPP, will be put on hold until your return. IMAX will continue to contribute to your RPP program for the duration of your furlough. [Click here](#) for more details and important contact information.

### EMPLOYEE ASSISTANCE PLANS

As part of your benefits, EAP services are available at no extra cost. This includes referrals, seeing in-network clinicians and initial consultations with mediators or financial and legal experts, for you and your family members. [Click here](#) to review plan details for your geographic location.

### IMAX EQUITY

*i.e. Restricted Stock Units & Options*

You are still an employee of IMAX so all vested and unvested equity will remain in your [Shareworks by Morgan Stanley](#) account and will continue to vest in accordance with the original vesting schedule.

### MEDICAL HEALTH BENEFITS

Your core Medical Health Benefits will remain intact during your leave. If you are a US employee, your usual employee core benefit deductions will be paid for by IMAX for the duration of your unpaid leave. If you currently pay optional employee premiums (i.e. LTD or Optional Coverage), your benefit provider will reach out to you directly regarding your leave. [Click here](#) for more information regarding your benefits providers and important contact information

### PERSONAL SPENDING ACCOUNT

*previously known as Lifestyle or Wellness Allowance*

Your Personal Spending Account continues to be available to you for wellness or lifestyle related expenses throughout your leave. [Click here](#) to read program details, process & eligibility.

### ACHIEVERS REWARD & RECOGNITION PROGRAM

You will have access to Achievers to redeem your points, any time you like. Redemptions will be deemed taxable benefits per usual policy. [Click here](#) to access the program.

### WHERE TO GET SUPPORT

If you require any assistance regarding health benefits, payroll or leave policies please email the IMAX Payroll & Benefits Team at [payroll@imax.com](mailto:payroll@imax.com) or reach out to your local HR Business Partner.

## HOW YOU CAN STAY CONNECTED

WHAT	WHEN	WHERE
<b>Our IMAX People Site</b> <i>A microsite dedicated to support resources, guidance &amp; information for our people.</i>	Available online, 24/7. Updated regularly.	<a href="https://ourpeople.imax.com/">https://ourpeople.imax.com/</a>
<b>The IMAX Insider</b> <i>Our employee intranet that provides a wealth of tools &amp; resources.</i>	Available online, 24/7. Updated regularly.	<a href="https://www.imaxsource.com/">https://www.imaxsource.com/</a>
<b>Leadership Town Halls</b> <i>Live business updates &amp; information from our IMAX Leadership Team.</i>	Town Halls with Rich will be twice a month. Smaller town halls within location or department are ad hoc.	Calendar invitations with BlueJeans details are sent to IMAX email addresses. Recorded Town Halls are placed on our People site <a href="#">here</a> , and the Insider <a href="#">here</a> .
<b>IMAX Global Update</b> <i>An internal newsletter from Corp. Comms. highlighting company updates from around the world.</i>	To be published bi-weekly throughout Q4, typically on Tuesdays.	Newsletter is sent to IMAX email addresses. PDF versions are placed on our People site <a href="#">here</a> .
<b>Weekend Box Office Round-Up by David King</b> <i>An internal email highlighting the weekend's box office results.</i>	Published most weeks, on Mondays.	Email is sent to IMAX email addresses, and are also placed in the News section of the Insider <a href="#">here</a> .
<b>Daily Clips</b> <i>A curated list of industry mentions of IMAX, and news in our industry.</i>	Curated daily.	Email <a href="mailto:comms@imax.com">comms@imax.com</a> to subscribe.
<b>Ask a Leader</b> <i>A platform for anonymous Q&amp;A with our leaders.</i>	Available online, 24/7. Incoming questions reviewed daily.	<a href="https://askaleader.imax.com/">https://askaleader.imax.com/</a>

## YOUR SELF-CARE, EMOTIONAL, & MENTAL HEALTH ARE MORE IMPORTANT THAN EVER

[Click Here To Check Out Our Wellbeing Resources](#)

## THE MOST FREQUENTLY ASKED QUESTIONS

Here are the top questions coming to Managers & the HR Team:

### Q: What is a 'furlough' and how is it different from a 'lay-off'? Why is there a difference in terminology?

A: IMAX is placing certain employees on temporary unpaid leave, but this leave may go by different names in different jurisdictions. However, the ultimate impact to employees is the same in every country, which is that they will be on a temporary, complete suspension of work and pay but their employment relationship with IMAX will continue. In the United States, this may be referred to as temporary unpaid leave or, colloquially, a "furlough." In Canada, this may be referred to as temporary unpaid leave or, due to recent legislation, Infectious Disease Emergency Leave of Absence. In Europe, this may be referred to as a temporary lay-off or temporary unpaid leave. In Russia, this may be referred to as unpaid leave. However, in all jurisdictions the result is the same. Through this process none of these employees' employment relationship with IMAX is being terminated and instead the end result is a temporary, complete, suspension of work and pay.

### Q: When will this temporary furlough end? How and when will this be communicated?

A: We are anticipating the duration of the furlough to be until the end of the year on or around December 31st, 2020 at which time we will re-evaluate. We will continue to actively track our business and theatre network to give us a real indication on adjusting the duration of our furlough. You will be contacted by our HR Department with an official notice of return as soon as we are able to bring individuals back. Before your last day of work, please ensure you log in to [ADP](#) and update your personal email address or phone number accordingly. If you are an international employee and do not use ADP, please email [hr@imax.com](mailto:hr@imax.com) with your personal details and we will ensure our HR Systems are updated so we can get in touch with you when we need to.

### Q: What happens to my vacation balance and my personal days for the rest of 2020? Does it get paid out or carried over to 2021?

A: For Canada and US employees (except California) all outstanding vacation for those furloughed / on an unpaid leave, will be carried over to 2021. Those in California will receive a payout as per their local legislation. Those in international locations that have questions regarding their vacation and local legislation, can reach out to [payroll@imax.com](mailto:payroll@imax.com) or their HR Business Partner for guidance. If personal days are not used within their corresponding year, they are forfeited - they do not get paid out or carried over per usual policy. For additional details on how to submit or track time in ADP [click here](#).

### Q: When and how will we receive our Record Of Employment (ROE) in Canada?

A: Your Record of Employment will be released electronically to Service Canada on or before your last day of work. You can apply for benefits on the [Service Canada](#) website any time after your last day of work.

### Q: Will these furloughs impact Open Enrollment for benefits in the US? How will I be notified?

A: Open Enrollment will run per usual and will not be impacted for anyone on furlough. BenefitPlan Manager (BPM) will manage communications via your IMAX email address and will ensure you are contacted on personal email addresses as well, if required. We will be sure to share the expected date of Open Enrollment once it is communicated.

[Click Here To Read Our Full List Of FAQs](#)

## DO'S & DON'TS DURING YOUR LEAVE



Do your research to understand what employee support programs & assistance you have - our [Employee Assistance Plans](#) can help you navigate life changes as well as financial planning, family caregiving, and coping with stress.



Do check out the [Financial Support](#) page of our People site to review what government programs you may be eligible for.



Do make your own self-care, emotional & mental health a priority during this time and check out our [Wellbeing](#) resources.



Do reach out your HR Business Partner or [hr@imax.com](mailto:hr@imax.com) with any questions.



Do not work! Work that needs to be transitioned will be. Set up your 'out of office' on your Outlook Email account to clearly communicate that you are not available.



Do not feel pressured or obligated to stay connected with IMAX during your leave. Email access during this time is solely for you to have the option to review announcements, updates and listen to town halls - there is no expectation to respond to work emails.