



POLICY – SALAISON ALPHA CODE OF CONDUCT

1. Purpose

This policy aims to define expectations regarding professional conduct to ensure a safe, respectful, productive work environment that complies with established standards. While we encourage freedom of expression and open communication, we also require all employees to adhere to our code of conduct. All employees are expected to demonstrate respect, professionalism, and civility in their interactions with colleagues, regardless of the context, within Salaison Alpha Ltd. activities. Employees must act with courtesy and sound judgment regarding appropriate workplace behavior.

Salaison Alpha Ltd. is committed to remaining free from religious considerations and to being guided by democratic and Quebec values, including the Charter of Human Rights and Freedoms and the principle of secularism.

Our facilities are not places for prayer or religious observance; they are workplaces. Employees are required, always, to go outside or to their vehicle to perform such rituals (during breaks or lunch periods).

French is the primary and preferred language; however, employees may also communicate in English or Spanish during working hours to ensure clear understanding and effective collaboration.

2. Scope

This policy applies to all employees, regardless of status (full-time, part-time, temporary), as well as to any individual working within Salaison Alpha Ltd. facilities. This policy requires employees to avoid any inappropriate behavior, any form of harassment, or any act that could harm colleagues or the organization's image.

3. General Principles

Employees must always adopt professional, respectful behavior aligned with the values of Salaison Alpha Ltd. Each employee is responsible for their actions and must contribute to maintaining a healthy and safe work environment.

Responsibilities

It is the responsibility of each employee to understand and comply with the Salaison

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Alpha Ltd. Code of Conduct. In case of doubt regarding appropriate behavior in each situation, employees are encouraged to consult their supervisor. If an employee is unsure whether their actions could embarrass or compromise the integrity of Salaison Alpha Ltd. or their colleagues, they should refrain from acting until they have consulted an advisor (see reference list).

Examples of inappropriate conduct (non-exhaustive list):

- Falsification or destruction of records or documents.
- Dishonest or fraudulent acts (including falsifying expense reports).
- Unauthorized disclosure of information.
- Misuse of property, services, or resources.
- Misuse of Alpha expense cards (e.g., use for non-business purposes).
- Operating Salaison Alpha Ltd. vehicles in violation of the law.
- Intentional damage or unauthorized use of company property.
- Improper use of IT systems and resources, including but not limited to accessing or downloading inappropriate content, installing unauthorized software, or attempting to access others' information.
- Negligence causing actual or potential harm to Alpha or its stakeholders.
- Misconduct or appearance of misconduct.
- Abuse of trust.
- Breach of contract.
- Abuse of authority.
- Criminal behavior.
- Unauthorized or excessive absences.
- Excessive tardiness.
- Possession or consumption of alcohol and/or drugs on company premises or during company activities.

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- Possession of dangerous, lethal, or illegal weapons on company premises or during company activities.
- Unauthorized monitoring, recording, or access to conversations or communications.
- Insubordination.
- Any form of violence such as spreading rumors, insulting, pushing, hitting walls or objects, making sexual advances, shouting, or humiliating others.
- No fighting, threats, or threatening behavior.
- Always Use respectful language; no insulting, sexual, or vulgar language.
- Prohibit all forms of harassment (refer to the harassment policy and Alpha prevention program).
- Do not ridicule, mock, or belittle colleagues regarding appearance or otherwise.
- No hugging, even friendly, within the facility.
- No physical contact under any circumstances, including fighting, in the workplace.
- Any other activity contrary to the interests of Salaison Alpha Ltd. or its stakeholders.

4. Conduct Expectations

4.1 Respect and Civility

- Demonstrate respectful behavior toward colleagues, supervisors, clients, and partners.
- Avoid all forms of harassment, discrimination, intimidation, or violence.
- Comply with our equal opportunity policy in all professional activities, including recruitment, performance evaluation, and daily interactions.
- Use appropriate language at all times.

4.2 Attendance and Punctuality

- Respect established work schedules.

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- Notify your immediate supervisor as soon as possible in case of absence or delay.

4.3 Health and Safety Compliance

- Strictly comply with occupational health and safety standards.
- Wear required personal protective equipment (PPE).
- Immediately report any hazardous situation or incident.

4.4 Hygiene and Food Safety

- Follow personal hygiene standards (handwashing, appropriate attire, etc.).
- Always comply with food safety procedures.
- Avoid any contamination of products or work surfaces.

4.5 Use of Equipment and Facilities

- Use equipment safely and according to instructions.
- Keep work areas clean and organized.
- Report any damage or malfunction.
- Use company property appropriately, not for personal gain or wasteful purposes.
- Respect intellectual property rights such as trademarks and copyrights, using them only within professional duties.
- Protect company physical assets, including facilities and vehicles, from damage or deterioration.

4.6 Confidentiality and Integrity

- Protect confidential company information.
- Act with honesty in tasks and communications.

4.7 Substance Use

It is strictly prohibited to report to work under the influence of alcohol, drugs, or any substance that may impair abilities.

4.8 Professionalism

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All employees must demonstrate integrity and professionalism in the workplace:

Personal Appearance

Employees must comply with dress code and personal appearance guidelines.

Corruption and Authority

- Employees must avoid all forms of corruption (e.g., accepting gifts from clients or partners).
- Employees must perform their duties with respect toward clients, stakeholders, and the community.
- Supervisors and managers must not abuse their authority.

Prohibition of Forced and Child Labor

- Salaison Alpha strictly prohibits the use of child labor and forced labor in all its operations and facilities.
- We comply with minimum age requirements: employees must be at least 16 years old, of compulsory school age completion, or meet the minimum age set by Quebec legislation, whichever offers greater worker protection.
- Working hours must comply with applicable laws, labor standards, occupational health and safety laws, the Civil Code of Quebec, and Canadian laws.

5. Non-Compliance with the Policy

Salaison Alpha reserves the right to take disciplinary action against employees who intentionally or consistently fail to comply with this Code of Conduct. The severity of the measures will depend on the nature of the violation. Possible consequences include:

- Demotion: In cases of less serious misconduct.
- Written warning: Formal written notice for certain violations.
- Suspension or termination: For more serious offenses.
- Reduction of benefits: Temporary or permanent reduction.
- Legal action: In cases of corruption, theft, misappropriation, or other illegal acts.

6. Responsibilities

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- Employees: Comply with the policy and report any problematic situation.
- Supervisors: Apply the policy fairly and intervene in cases of non-compliance.
- Management: Ensure dissemination and updates of the policy.

Conclusion

- Alpha is committed to maintaining a respectful, ethical, and compliant work environment.
- This Code of Conduct provides guidelines for daily behavior and decision-making.
- All employees are required to read, understand, and comply with this policy.
- Failure to comply may result in disciplinary action as outlined above.
- Employees are encouraged to ask questions, or report concerns to their manager or Human Resources.
- Adherence to these standards contributes to a positive workplace and the success of Salaison Alpha.

7. Effective Date

This policy comes into effect on April 30, 2026, and replaces all previous versions.

Reference List

Roger Leblanc Directeur des opérations	Extension : 239
Eddy Ovalle Responsable santé et sécurité	

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Gina Certo Contrôleure	Extension : 229
Jn Hudson Sannon Conseiller ressources humaines	Extension : 233

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