



Standards of Conduct

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Prohibited Conduct

The Company expects employees to work together efficiently and in a cooperative manner. While it is neither possible nor desirable to identify every possible type of workplace misconduct, employees must observe reasonable standards of conduct and infractions may result in disciplinary action, up to and including suspension, demotion, or termination of employment. Some examples of misconduct include, but are not limited to, the following:

- Falsification or alteration of employment records, employment information, or other Company records.
- Theft, misuse, or destruction of any Company property or the property of any employee.
- Working overtime without authorization or refusing to work assigned overtime.
- Violation of any safety, health, security or Company policy, rule, or procedure.

- Removing or borrowing Company property without prior authorization.
- Unauthorized use of Company equipment, time, materials, or facilities.
- Taking, copying, or otherwise misusing confidential Company information.
- Bringing firearms or any other dangerous weapons or materials to Company off-sites, events, meetings, conferences, or Company-provided work locations at any time.
- Insubordination, including but not limited to, failure or refusal to obey the reasonable orders or instructions of a manager or member of management, or the use of abusive or threatening language toward a manager or member of management.
- Threatening, intimidating, coercing, or otherwise interfering with the work performance of others.
- Threats of violence.
- Physical altercations or assault.
- Committing a fraudulent act or a breach of trust.
- Violating the Company's policies prohibiting discrimination, harassment or retaliation.
- Engaging in outside employment activities that compromise job performance or present a conflict of interest.
- Failing to maintain the confidentiality of the Company's trade secrets or other legally protectable confidential or proprietary business information.
- Failing to observe working schedules, including failing to take required rest and lunch periods.
- Excessive absenteeism or tardiness.
- Failing to promptly report any work-related injury or illnesses.
- Failure to follow lawful instructions or Company procedures.
- Using, possessing, selling, or being under the influence of alcohol, marijuana, an illegal drug, or a controlled substance during work time.

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Conflicts of Interest

Employees are expected to devote their best efforts and attention to the performance of their jobs. Employees are also expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between their personal interests and the interests of the Company. A conflict of interest exists when the employee's loyalties or actions are divided between the Company's interests and those of another, such as a competitor, supplier, or customer. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with their immediate supervisor or Human Resources for clarification. Any exceptions to this guideline must be approved in writing by the Company's legal department.

While it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts that employees should avoid include the following:

- Accepting personal gifts or entertainment from competitors, customers, suppliers, or potential suppliers;
- Working for a competitor, supplier, or customer during employment with the Company;
- Engaging in self-employment in competition with the Company;
- Misusing or disclosing the Company's trade secrets or proprietary information for personal gain or to the Company's detriment;
- Having a direct or indirect financial interest in or relationship with a competitor, customer, or supplier, except that ownership of less than one percent (1%) of the publicly
- Using Company property or labor for personal use;
- Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to the Company;
- Committing the Company to give its financial or other support to any outside activity or organization without authorization; and/or
- Developing a personal relationship with a subordinate employee of the Company or with an employee of a competitor, supplier, or customer that might interfere with the exercise of impartial judgment in decisions affecting the Company or any employees of the Company.

traded stock of a corporation will
not be considered a conflict;

If an employee or someone with whom an employee has a close relationship (e.g., a family member or close companion) has a financial or employment relationship with a competitor, customer, supplier, or potential supplier, the employee must disclose this fact in writing to Human Resources. Employees should be aware that if they enter into a personal relationship with a subordinate employee or with an employee of a competitor, supplier, or customer, a conflict of interest, any such relationship requires full disclosure to the Company.

Failure to adhere to these guidelines, including failure to disclose any conflicts or to seek an exception, may result in disciplinary action, up to and including termination of employment. If an employee is unsure about whether something is a conflict of interest, he or she is encouraged to ask Human Resources or his or her direct supervisor.

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Outside Employment

Employees are expected to devote their full working time and attention to the business of the Company. Secondary employment is allowed provided that the work does not conflict with the services offered by the Company or compromise the employee's ability to effectively complete their work obligations. Outside employment must be approved by management in advance.

However, the following types of outside employment are prohibited:

- Employment which conflicts with your work schedule, duties and responsibilities or creates an actual conflict of interest.
- Employment which impairs or has a detrimental effect on your work performance with the Company.
- Employment which directly or indirectly competes with the business or the interests of the Company.
- Employment which requires you to use or disclose the Company's

- Employment which requires you to conduct work or related activities during Company working hours or using Company equipment.
- trade secrets or confidential or proprietary business information.

For the purposes of this policy, self-employment is considered outside employment. If you wish to engage in outside employment, you must submit a detailed written request to the Head of Human Resources. If the request is authorized, the Company shall in no way assume any responsibility for your outside employment. Specifically, the Company shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of such outside employment. Authorization to engage in outside employment can be revoked at any time.

Additionally, the Company may authorize a one-time incident dispatch assignment per calendar year, as follows:

- The assignment must be approved by management in advance and not impact any projects or clients.
- The employee must be approved for paid leave and may operate as an AD federal contractor.
- Leave is typically 18 days or fewer and will not count towards PTO.
- Extended leave will be considered on a case-by-case basis and must be approved in advance.

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Drug and Alcohol Policy

The Company is committed to maintaining a safe and productive environment for all employees, guests, and visitors. The use of alcohol or the abuse of illegal drugs or other unlawful intoxicants can impair job performance, jeopardize safety, and expose the Company and its employees to the risk of injury, property loss and damage.

"Illegal drugs" means all drugs whose use or possession is regulated or prohibited by federal, provincial or local law. These include prescription (and over-the-

counter medication) that is used in a manner inconsistent with the prescription or directions for use, or for which the employee does not have a valid prescription.

To the extent any of the following conduct occurs while an employee is: (1) conducting or performing Company business, regardless of location; (3) operating or responsible for the operation, custody, or care of Company equipment or other property; or (4) responsible for the safety of others in connection with, or while performing, Company-related business, such employee will be subject to discipline, up to and including the termination of employment, if appropriate:

- the unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol or illegal drugs); or
- being under the influence of alcohol or illegal drugs;

This Policy does not prohibit the possession and proper use of lawfully prescribed or over-the-counter drugs. However, an employee taking medication should consult with a health care professional or review dosing directions for information about the medication's effect on the employee's ability to work safely, and promptly disclose any work restrictions to a supervisor or Human Resources. Employees are not required to reveal the name of the medication or the underlying medical condition.

The Company reserves the right to transfer, reassign, place on leave of absence or take other appropriate action regarding any employee during the time the employee uses medication that may affect the ability to perform safely. The Company will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.

Special Circumstances

We expect you to demonstrate responsible behavior at work, work-related functions, and work-related social events and to act in a way that will not have a detrimental effect on our reputation. If you entertain clients or represent us at external events where alcohol is served, you are considered to be "at work" regardless of whether you do so outside normal working hours. Consequently, we will expect you to remain professional and fit for work at all times while working or attending work-related events. Unacceptable levels of alcohol consumption by any member of staff at work or work-related events may lead to disciplinary action.

You must comply with laws relating to driving. If your job requires you to drive and you are charged with or convicted for a DUI or DWI, the Company will consider the facts and circumstances of the charge and/or conviction in accordance with applicable law.

Identifying a Problem

If you believe that you have an alcohol or drug-related problem, you should seek specialist advice and support as soon as possible. Human Resources can assist you and will do so in confidence.

Employees who voluntarily seek help for substance abuse (self-referral) by contacting the Company will be provided an opportunity to pursue counseling and rehabilitation. The Company will make information about counseling and rehabilitation services available to these employees. An employee who is receiving counseling and/or treatment for substance abuse may use available paid time off, sick leave, or, if eligible, applicable statutory leaves of absences.

An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is discovered to have otherwise violated this Policy.

If you notice a change in a colleague's pattern of behavior, you should encourage them to seek assistance through their manager or Human Resources

Employees who violate this Policy may be subject to disciplinary action, up to and including termination of employment.

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Punctuality and Attendance

The Company considers regular and timely attendance an essential function of all jobs. Regular attendance and punctuality are important to the smooth operation of the Company. Employees are expected to be in regular attendance and punctual even when working remotely. If you are consistently late or excessively absent, your ability to perform work is affected and an unfair burden is placed on your co-workers and your work performance may decline. Therefore, unless your absence

is permitted or excused under the Company's Paid Time Off or other leave policies, you are responsible for being at work, whether remotely or at an off-site, event, meeting, conference, or Company-provided work location. If you are going to be absent or late, it is your responsibility to notify your manager as soon as possible, preferably in advance.

An employee who is absent for reasons other than those permitted or excused by the Company's Paid Time Off or other leave policies, or who repeatedly fails to provide notice as required, will be subject to appropriate disciplinary action, up to and including termination of employment, subject to applicable employment standards legislation.

Subject to the applicable employment standards legislation, if you fail to report for work for three (3) consecutive scheduled workdays without any notification to your manager or Human Resources, you will be considered to have abandoned your employment, or if appropriate, to have voluntarily resigned your employment with the Company.

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