

CO001   
Code of Ethics

|  |  |
| --- | --- |
| Status | Final |
| Version | 1.04 |
| Classification | Confidential |
| Owner | Caroline Martin, HR Manager |
| Address | 1705 Tech Avenue, Unit 3, Mississauga, ON, L4W 0A2, Canada |

*Statement of Confidentiality: This document and supporting materials contain confidential and proprietary business information of Signifi Solutions Inc. These materials may be printed or photocopied for use internally and must not be shared with other parties.*

[Document Control iii](#_Toc40102725)

[Signifi Code of Ethics 4](#_Toc40102726)

[Revision History 5](#_Toc40102727)

All rights reserved

No part of this document may be reproduced in any form, including photocopying or transmission electronically to any computer, without prior written consent of Signifi Solutions Inc. (from now on, Signifi). The information contained in this document is proprietary to Signifi and may not be used or disclosed except as expressly authorized in writing by Signifi.

Trademarks

Other product names mentioned in this document may be trademarks or registered trademarks of their respective companies and are hereby acknowledged.

Document Control

The electronic version of this document is recognized as the only valid version.

Approval History

|  |  |  |
| --- | --- | --- |
| APPROVER(S) | TITLE/DEPARTMENT | APPROVED DATE |
| Shamira Jaffer | CEO | December 8th, 2021 |
| Shamira Jaffer | CEO | March 3rd, 2020 |
|  |  |  |
|  |  |  |

Document Sensitivity Level

Public

Signifi Code of Ethics

This Code of Ethics defines the basic requirements in which Signifi abides and expects from its stakeholders, associates, and the general business environment that Signifi is part of. Signifi reserves the right to reasonably change the requirements of this Code of Ethics from time to time as deemed appropriate.

Signifi and applicable stakeholders doing business with Signifi (e.g., suppliers, contractors, recruitment/placement agencies) declare herewith:

* Legal compliance
  + to comply with the laws of the applicable legal system(s).
* Prohibition of corruption and bribery
  + to tolerate no form of and not to engage in any form of corruption or bribery, including any payment or other form of benefit conferred on any government official for the purpose of influencing decision making in violation of law.
* Respect for the basic human rights of employees
  + to promote equal opportunities for and treatment of its employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age;
  + to respect the personal dignity, privacy and rights of each individual;
  + to refuse to employ or make anyone work against his will;
  + to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
  + to prohibit behavior including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative;
  + to provide fair remuneration and to guarantee the applicable national statutory minimum wage;
  + to comply with the maximum number of working hours laid down in the applicable laws;
  + to recognize, as far as legally possible, the right of free association of employees and to neither favor nor discriminate against members of employee organizations or trade unions.
* Prohibition of child labor
  + to employ no workers under the age of 18 or, in those countries subject to the developing country exception of the ILO Convention 138, to employ no workers under the age of 16.
* Prohibition of forced labor
  + to ensure that no person is made to work against his/her will or work as bonded/forced labour, or subject to corporal punishment or coercion of any type related to work.
* Prohibition of human trafficking
  + to ensure zero tolerance for human trafficking or any related activity.
* Health and safety of employees
  + to take responsibility for the health and safety of its employees;
  + to control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases;
  + to provide training and ensure that employees are educated in health and safety issues;
  + to set up or use a reasonable occupational health & safety management system.
* Environmental protection
  + to act in accordance with the applicable statutory and international standards regarding environmental protection;
  + to minimize environmental pollution and make continuous improvements in environmental protection;
  + to set up or use a reasonable environmental management system1).
* Supply chain
  + to use reasonable efforts to promote among its supply chain compliance with this Code of Ethics.
  + to comply with the principles of non-discrimination with regard to supply chain partners selection and treatment.

Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| VERSION | DATE | SUMMARY OF CHANGE | CHANGED BY |
| 1.0 | 2019-12-03 | First draft | David Dickson |
| 1.01 | 2020-02-26 | Review, complete | Caroline Martin |
| 1.02 | 2020-03-02 | Change template to new Signifi template | Razvan Anghelidi |
| 1.03 | 2021-12-07 | Added content | Razvan Anghelidi |