

HR 101  
Misconduct Policy

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Document Control

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

Approval History

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| APPROVER(S) | TITLE/DEPARTMENT | APPROVED DATE |
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Document Sensitivity Level

Confidential

Purpose

The purpose of the Signifi Misconduct Policy explains discipline on an employee who engages in unacceptable behavior.

The purpose of this policy is ensuring that employees are aware of behavior that could amount to misconduct and that all relevant parties are aware of Signifi's policy for dealing with misconduct.

Audience

This policy applies to all Signifi employees, part-time and temporary workers, trainees, contractors and vendors.

Scope

This policy applies to all users which include but not limited to employees, contractors, part-time and temporary workers, trainees, service providers, and those employed by others to perform work at hosted or outsourced sites, or who have been granted access to Signifi information or systems. This policy applies to all Signifi resources owned, leased, or supported by Signifi, or any outside entity that has signed a Vendor Access Agreement with Signifi.

Policy Statement

Signifi expects employees to observe acceptable standards of behavior.

Employees must not engage in behavior that amounts to misconduct (including serious misconduct) at the workplace. This includes where employees are working on site or off-site, attending a work-related conference or function, or attending a client or other work-related event, including retreats and social events.

1. Misconduct

Where an employee engages in misconduct or alleged misconduct, the processes in this policy will be followed.

Behavior amounting to misconduct includes, but is not limited to, the following:

* failing to obey lawful and reasonable instructions of Signifi;
* failing to follow defined policies, procedures and rules;
* failing to share relevant information with Signifi;
* unacceptable disruptive behavior;
* unauthorized absence from the workplace; and
* repeatedly being late for work without lawful excuse.

When proven, misconduct may provide a valid reason for termination of an employee's employment with notice.

1. Serious Misconduct

Whether misconduct amounts to serious misconduct depends on the particular circumstances of a given case. Supervisors/managers should consider the circumstances fully as they apply to the particular employee when determining whether or not the employee has engaged in conduct that could be considered serious misconduct.

Behavior amounting to serious misconduct includes, but is not limited to:

* willful or deliberate behavior that is inconsistent with the employee's contract of employment;
* theft;
* fraud;
* assault;
* intoxication at work;
* use of derogatory, violent or abusive language;
* fighting;
* failure to observe safety rules;
* concealment of a material fact on engagement;
* obscenity;
* dishonesty in the course of the employment; and criminal conduct including conduct that, if proven, renders the employee completely unfit for work.

1. Responsibilities

The **Human Resources Department** is responsible for ensuring that:

* the processes in this policy are followed in relation to all instances and allegations of misconduct;
* employees that are the subject of any investigation are afforded procedural fairness; and
* confidentiality is maintained to the greatest extent possible.

**Supervisors/managers** are responsible for ensuring that:

* where appropriate, they try to informally resolve any instances or allegations of employee misconduct with the employee(s) involved in first instance (in consultation with the Human Resources Department);
* instances or allegations of misconduct are reported to the Human Resources Department; and
* all necessary assistance is provided to the Human Resources Department or any other person investigating an instance or allegation of misconduct.

**Employees** are responsible for ensuring that they:

* comply with this policy and related procedures; and
* report any instances or allegations of misconducts to the relevant manager, or the Human Resources Department, as appropriate.

1. Processes

A breach of this policy or related procedures may lead to disciplinary action and possible dismissal. Where Signifi considers that an employee has engaged in serious misconduct, Signifi may dismiss the employee without notice.

Each instance or allegation of misconduct will be considered by Signifi on its own merits, and any mitigating circumstances will be taken into account.

Where an employee is accused of engaging in misconduct, it is open to Signifi to stand the employee down on full pay in order to further investigate the matter.

Investigations into instances or allegations of misconduct will be conducted in accordance with the principles of procedural fairness. Employees accused of misconduct will be given an opportunity to respond to the allegations against them and may have a support person present at any disciplinary meetings with Signifi.

Any meetings relating to instances or allegations of misconduct or serious misconduct will be conducted by two members of the Human Resources Department, one of whom will act as a note taker.

* If Signifi decides that the appropriate action is to dismiss an employee, the employee will be provided with the full reasons for the decision.

Enforcement

All instances of non-compliance will be reviewed by the department director. The department director, with the assistance of the Human Resources department has the authority to impose disciplinary actions, up to and including termination of employment or contractual agreement.

Update

This policy and all supporting documentation will be reviewed and updated annually or upon material changes to Signifi business rules, technology processes, organizational goals, or information security objectives to ensure its continuing suitability, adequacy, and effectiveness.

Revision History

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| --- | --- | --- | --- |
| VERSION | DATE | SUMMARY OF CHANGE | CHANGED BY |
| 1.0 | 2019-12-09 | First draft | Darace Rose |
| 1.01 | 2020-02-25 | Replacing ‘Signifi’ variations | Seenan Bunni |
| 1.02 | 2020-12-03 | Annual review | Razvan Anghelidi |
| 1.03 | 2021-12-12 | Annual review | Hadeel AlZuhairi |