

Welcome to SIGNIFI!

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[Document Control **Error! Bookmark not defined.**](#_Toc39761790)

[Welcome to the Team **Error! Bookmark not defined.**](#_Toc39761791)

[Equal Employment Opportunity 6](#_Toc39761792)

[Non-Discrimination 6](#_Toc39761793)

[Complaint Procedure 8](#_Toc39761794)

[Orientation Program 12](#_Toc39761795)

[Transfers and Temporary Assignments 13](#_Toc39761796)

[Length of Service 13](#_Toc39761797)

[Vacation 14](#_Toc39761798)2

[Employee Files 17](#_Toc39761799)5

[Absenteeism and Tardiness 17](#_Toc39761800)5

[Guidelines for Appropriate Conduct 18](#_Toc39761801)6

[Outside Employment 19](#_Toc39761802)7

[Gifts and Gratuities 19](#_Toc39761803)7

[Public Appearances 19](#_Toc39761804)7

[Confidentiality of Information 19](#_Toc39761805)7

[Security of Property and Theft 20](#_Toc39761806)8

[Personal Appearance 20](#_Toc39761807)8

[Conduct and Communications](#_Toc39761808) 19

[Disciplinary Procedures](#_Toc39761809) 19

[E-Mail and Internet Use 22](#_Toc39761810)0

[Intellectual Property Agreement 23](#_Toc39761811)1

[Resignation 24](#_Toc39761812)2

[Disclaimer 224](#_Toc39761813)

Document Control

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Document Sensitivity Level

Confidential

Welcome to the Team

The SIGNIFI Story – Message from the President

It is a pleasure to extend to you a warm welcome for both Management and all your fellow employees. SIGNIFI is proud of what we have accomplished with the help of our staff. We have created a company that is known for its innovation, agility, integrity and service.

We have developed a solid reputation mainly due to the conscientious and dedicated efforts of our team. You have been selected as a member of the SIGNIFI team because we sincerely believe that your efforts and talents will contribute to the ongoing success of our company.

SIGNIFI is a full engineering and development house, can support its products globally and can customize both hardware and software as needed. Outside of our corporate location in Mississauga, we have staff in the U.S.A., France, Nordics, U.K. and Germany.

What does SIGNIFI do?

SIGNIFI designs, engineers and develops dispensing kiosks, smart locker solutions and in-aisle solutions for three distinct verticals: Automated retail, Loss Prevention and Asset Management.

Our deep software expertise, engineering know-how and an innovation mindset allows us to transform the end user experience by giving back time – frictionless delivery, increased convenience and great customer experience.

Everything we do improves ROI (Return on Investment) for our customers.

Our solution includes leveraging our end-to-end capability including from design, engineering, project management, manufacturing, logistics and install… basically every department has a part to play.

**OUR MISSION IS: TO BUILD QUALITY SOLUTIONS, PROVIDE AWESOME SERVICE.**

**INNOVATION AND CONTINOUS IMPROVEMENT IS IN OUR DNA**

This guidebook has been developed for all our staff and outlines the SIGNIFI policies and procedures. Everyone is expected to become familiar with these policies and practice them in day-to-day duties. Any questions about this document can be addressed to your manager or Human resources.

We hope your time at SIGNIFI will be both long and rewarding.

Shamira Jaffer  
President and CEO

Equal Employment Opportunity

It is SIGNIFI’s policy to provide equal opportunity for all qualified employees and applicants for employment without regard to race, colour, religion or creed, gender, age, disability, national origin, language, political belief, criminal record, pregnancy, marital status or gender orientation. Reasonable accommodation will be made for persons with disabilities.

This policy applies to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Non-Discrimination

Individuals have the right to be treated with respect in the workplace. SIGNIFI, in exercising its responsibility as the employer, will endeavor at all times to provide a work environment that supports both productivity, and the dignity and self-esteem of every person.

SIGNIFI will not itself discriminate, and we will not tolerate discrimination by our employees, against any employee or job applicant on the protected grounds of race, colour, religion or creed, gender, age, disability, national origin, language, political belief, criminal record, pregnancy, marital or family status, gender identity or sexual orientation, or any other ground prescribed by any law that applies to SIGNIFI.

The responsibility for creating and maintaining a positive work environment rests with all of us. In addition to avoiding discrimination, SIGNIFI will not, and employees should not, condone behaviour in the workplace that is likely to undermine work relationships or productivity. Managers, supervisors and co-workers are expected to recognize and refrain from actions that offend, embarrass or humiliate others, whether deliberate or not.

Management has a responsibility to, and will, respond immediately to stop any activity in the workplace that undermines this policy, whether or not there has been a complaint. Employees have an equal responsibility not to be frivolous or vindictive in making accusations. Inaction on the part of any individual may result in disciplinary action. If you feel that you have been discriminated against or harassed, you should discuss this immediately with Human Resources.

General and Gender Harassment

All SIGNIFI employees, contractors, vendors, clients and visitors are entitled to be treated with dignity, free from harassment based on the protected grounds of race, colour, national or ethnic origin, gender, religion, age, marital or family status, gender orientation, disability, or any other ground prescribed by any law that applies to SIGNIFI.

“General harassment” is any unwelcome behaviour, conduct or communication directed at an individual that is offensive to that individual and is based on any of the protected grounds. It may be persistent or sporadic and creates an intimidating, offensive or embarrassing work environment.

“Gender harassment” is any offensive gender related comment, gesture, physical contact or demand for gender favours, real or perceived, that is deliberate and unwelcome, or that should be known to be unwelcome. It creates an intimidating, offensive or embarrassing work environment.   
  
Among the behaviors that may constitute harassment are:

* differential treatment of employees or co-workers based on race, gender, ethnicity, etc.;
* racist or genderist “humor”;
* pornographic or other offensive materials displayed in the workplace;
* unwanted physical contact

This policy applies to all persons and all activities on SIGNIFI’s premises, as well as all organization-sanctioned business events, sales calls and social events.

If you feel you are being subjected to harassment, you should

* make your objection clearly known to the offender and ask him or her to stop;
* prepare and maintain a written record of the dates, times, nature of the behaviour and any witnesses; and
* report the behaviour to your supervisor, manager or Human Resources

SIGNIFI will deal with the complaint as with any other complaint of this type. The identity of the parties and the details of the complaint will be kept confidential.

Preventing harassment is everyone’s responsibility. Supervisors and managers are expected to act against harassment even without a complaint, and employees are expected to express their disapproval if they encounter harassing behaviour.

A complainant is free, at any point, to pursue his or her complaint under the appropriate human rights law.

Complaint Procedure

In the event of a complaint of general or gender related harassment (as discussed under General and Gender related Harassment), SIGNIFI will follow this procedure to deal with the complaint:

1. If the complainant has confronted his or her harasser and has not been able to rectify the situation, a report should be made to the complainant’s supervisor and Human Resources. In the event that the supervisor is the alleged harasser, the complainant should contact Human Resources directly. The supervisor//Human Resources will attempt to resolve the problem.
2. The complainant should keep a record of the event or events, including person involved, place, date, time and witnesses.
3. If the supervisor or manager cannot solve the problem, the complainant has 30 calendar days to file a formal, written complaint with Human Resources. The alleged offender will receive a copy of the complaint. Human Resources will obtain an investigation as quickly as possible, and will attempt to informally resolve the problem within 30 calendar days of the investigation’s completion.
4. If no resolution can be reached, the complainant may ask for a formal hearing within five business days of the informal discussion under Step 3, above.

Anyone guilty of harassment will be liable to discipline up to and including dismissal, with the penalty to be at SIGNIFI’ discretion. No one shall be disciplined or otherwise penalized for participating in this Complaint Procedure in good faith.

All parties to the complaint must keep the matter confidential.

Grievance Procedure

A formal grievance procedure gives associates a chance to challenge management’s decisions, voice their opinions and concerns and provides an opportunity to resolve conflict quickly, fairly and effectively through conflict management. It can also help create trust, since having a written grievance procedure encourages employees to raise concerns without fear of retaliation.

We encourage the associates to talk with their supervisor first, before filing a grievance. Often, having an informal chat with the manager is all that’s needed to resolve an issue.

To file a grievance, the associate can either email [ssi.hr@signifi.com](mailto:ssi.hr@signifi.com) or verbally make a complaint to their manager, and the manager will email the associate’s statements to [ssi.hr@signifi.com](mailto:ssi.hr@signifi.com).

The grievance should be filed within 3 months of the event that created the issue.

In the event of a grievance being filed, SIGNIFI will follow this procedure:

1. The HR department will evaluate the grievance. If it can be resolved quickly at this level, and does not implicate other associates or managers, it will be reviewed with the employee and their supervisor and will be closed.
2. If it involves other people, a formal investigation will be opened. HR and/or management will interview the associate and all other persons involved and everyone will have a chance to present their point of view (in writing, via emails). All evidence will be collected and analyzed. If the gravity of the event requires it, Signifi may appoint an independent investigator to keep the process unbiased.
3. The next step is the resolution. Based on their findings, HR, the manager or the investigator will write their formal conclusions and the associate will be let known via email what was the decision and what actions will be taken.
4. If the associate is not satisfied with the outcome, they have the right to appeal the decision. Signifi may decide to reject the appeal, or to bring in a mediator to help resolve the situation.

Persons with Disabilities

SIGNIFI does not discriminate against qualified individuals with disabilities and provides them with reasonable accommodation where it does not cause undue hardship for SIGNIFI.

A disability is defined as a physical or mental impairment that substantially limits one or more of a person’s major life activities. Describing a person as a “qualified individual with a disability” applies to an individual with a disability who, with or without reasonable accommodation, can perform the essential duties of the position.  
  
If you have a disability, as defined in the previous paragraph, that requires reasonable accommodation, you should notify your supervisor. Human Resources must be consulted to assess whether or not reasonable accommodation can be provided, if appropriate.

If you feel you are being discriminated against due to a defined disability, you should discuss this Human Resources.

Reasonable Accommodation

It is SIGNIFI’ policy to make reasonable efforts to provide suitable alternative employment to an employee who is unable to perform his or her normal duties due to pregnancy, injury, illness or diminished capacity. Each case will be assessed on its individual merits.

SIGNIFI may ask that you be examined by a physician who can assess the seriousness of the illness or physical disability and recommend which restrictions would limit your ability to work. The assessment can be reviewed later if your condition changes. This information will be kept strictly confidential.

Each department will attempt to absorb employees who cannot perform the basic duties of their former position. Where this is not possible, all departments will co-operate in meeting SIGNIFI’ policy of locating suitable alternative employment

Employee Relations

SIGNIFI believes in an open-door policy, and encourages you to talk directly with us. If something happens that disturbs you and upsets your peace of mind, take advantage of the following procedure:   
  
Whenever possible, try to resolve the problem with those directly involved. Bring your supervisor, or Human Resources, into the discussion, if this is necessary.

You may prefer to discuss whatever is troubling you directly with Human Resources. We respect the confidentiality of these discussions.

If after this discussion you feel the issue is still not resolved, request a meeting with the President. SIGNIFI’s policy is to clear up misunderstandings by using this procedure.

Obtaining and Giving References

SIGNIFI will complete and document employment references before offering employment to any candidate. Human Resources will conduct the reference checking in most circumstances, and will usually contact a minimum of two previous employers of an external candidate. The candidate will provide written authorization before any reference checks take place.

If you leave SIGNIFI, and wish to have a reference, you must provide your written permission to release this personal information. Human Resources will provide you with a form for this purpose. This document will be included in your personnel file. All reference checks must be coordinated through Human Resources.

Orientation Program

Information will be provided to help you as a new employee to learn about the SIGNIFI Organization. This will provide you with detailed information about working conditions, training, scheduling and all applicable rules.

To help you adjust to a new working environment and feel more at home, someone from your new department or work unit will be assigned to show you around and help you understand SIGNIFI’s culture. However, all employment-related questions should be answered by your supervisor or Human Resources

Your supervisor will discuss with you his or her plans and expectations over the next three (or more) months until your first performance review.

You will also be given details about SIGNIFI’ benefits plan and waiting periods that apply to each element of the plan. Enrolment in these plans begins after three months of continuous employment.

Probationary Period

In your offer letter, a probationary term will have been included. These first few months of employment with us provides a mutual period of evaluation. It gives you a chance to decide whether you are going to like working for SIGNIFI and it allows us time to decide whether your work performance, skills and attendance meet our requirements.

At any time during the probationary period, you are free to resign without giving notice and, conversely, you may be released by us on the same basis if we feel you are not meeting our required standards to perform the job.

During orientation and training, we will clearly convey to you the standards of performance that we expect our employees to maintain.

Someone will always be available for guidance and, if you have any questions regarding SIGNIFI in general or your job specifically, please consult with your supervisor or Human Resources.

Performance Coaching

Performance coaching at SIGNIFI is intended to be a constructive, and positive experience. We believe strongly that everyone at SIGNIFI should experience both personal growth along with professional growth. Coaching should be viewed as an opportunity for employees to learn where they stand relative to their expected job performance, goals and objectives. At the same time, it offers employees a chance to become involved in determining their future development, and to map out ways in which they can be true participants in SIGNIFI’s success.

Performance coaching normally take *place annually on the anniversary of your employment*, but will likely be more frequent. They should not be confused with salary reviews. Although they often coincide in timing, successful performance does not guarantee any level of salary increase.

Your performance over the last year will be compared against the written expectations set down in the previous review. You and your supervisor will discuss how effective you have been and how much you have contributed to the department’s or unit’s achievements.

Objectives for the coming year will then be decided upon. These may include targets dictated by SIGNIFI’s business plan, objectives for growth within your job and even personal goals.

Transfers and Temporary Assignments

SIGNIFI encourages employees to become multi-skilled and to develop greater knowledge. We appreciate people who can work in a variety of positions throughout the organization.

SIGNIFI may ask you to fill in temporarily in another position in your department, or in another department. SIGNIFI may also request you to accept a temporary or permanent transfer in order to accommodate the organization’s needs.

Length of Service

Usually, your length of service is calculated from your date of hire. You will continue to accumulate seniority while on maternity or parental leave, on short-term disability, or on an approved leave of absence.

Vacation

Vacations are granted annually based on each completed vacation entitlement year of employment with the Company. Both active and non-active employment is included for this purpose.

Entitlement

The number of days of vacation is specified in the employment contract.

January 1st has been established as the standard anniversary date for determining vacation entitlement. All employees with less than one-year full year’s service on January 1st have their vacation days pro-rated. The pro-rated vacation shall be calculated in accordance with the Ontario Employment Standards Act as amended.

The Company strongly believes that vacations are important, and we encourage employees to take their full allotment. All vacation plans must be submitted to the HR for approval in January of each year.

If a statutory holiday falls during a vacation period, an extra an extra vacation day is allowed.

Employees must take their entitled vacation days within the entitlement vacation year. Earned vacation cannot be carried over from one year to another, except with written authorization of the President.

In addition to yearly vacation schedules credits earned, all employees, if schedules permit, will work modified hours during the Christmas and New Year period.  
  
Note: Workload commitments may not always allow vacations to be taken at an employees convenience, but every effort will be made to facilitate an employees plans within reason and if possible.

Statutory Holidays

We observe the following holidays as paid holidays for salaried employees, according to Ontario law:

* New Years Day
* Family Day
* Good Friday
* Victoria Day
* Canada Day
* August Civic Holiday
* Labour Day
* Thanksgiving Day
* Christmas Day
* Boxing Day

Vacation Pay on Termination

An employee who ceases employment for any reason will receive vacation pay for vacation time accrued to the date of the termination, but not yet taken.

Holidays Occurring During Vacation

When a recognized holiday occurs, or is granted, on a normal working day during an employee’s vacation, the employee is entitled to

1. an extra day at the beginning or end of the vacation, or
2. an extra day to be taken on any normal working day in the same calendar year subject to the approval of the manager

Illness during Vacation

If and employee becomes ill or is injured after commencing a vacation, the period of the illness or injury is considered as part of the scheduled vacation and no adjustment or extension will be made.

Statutory Leave and Vacation Conflict

An employee who is on statutory leave may defer taking vacation until the leave expires or, if the employer and employee agree to a later date if:

* An employee is on statutory leave (i.e. maternity, paternity adoption leave, jury duty) on the day by which the employee’s vacation must be completed (i.e. 10 months after the vacation has been earned) the uncompleted part of the vacation shall be completed immediately after the statutory leave expires or, if the employee and employer agree to a later date, beginning on that later date.
* Or, an employee may forgo vacation and receive vacation pay in accordance with the Act rather than completing his or her vacation.

Normal Work Hours, Overtime and Excess Hours of Work

Office hours are from 8 a.m. to 5 p.m. or 9 a.m. to 6 p.m., Monday through Friday, with a lunch break. Work schedules, or traveling conditions, may alter the standard workday for some employees.

This policy applies to all staff, except supervisory and management staff.

We believe that all work should be done in a reasonable and timely manner. Therefore, excessive hours of work are not the norm. However, there may be occasions when extra hours are required.

SIGNIFI compensates eligible employees for hours worked in excess of normal weekly scheduled hours.

Normal hours of work are considered to be eight hours in a day and/or 40 hours in a week. Hours worked beyond 44 cumulative hours in a week are considered to be overtime. Overtime work will require permission, and shall be kept to a minimum and should not form a regular part of the work schedule.

Overtime “when necessary”, shall be distributed as fairly as possible amongst those employees regularly performing the work and must be approved by the immediate supervisor in advance.

Upon request from the supervisor, employees may be required to work overtime. Such a request will take into consideration any prior personal commitments that the employee may have made.

Employee Files

Your employee file is a record of facts about you and your job at SIGNIFI. Some of these facts must be collected by law for tax, and Employment Insurance benefits, and other required government reasons. Other documentation may include information required for payroll, resumes, Company benefits, Company equipment including credit cards, expenses, phones, computers etc. Records of events are documented and retained including performance discussions, and issues such as tardiness, absenteeism, and work problems.

Advise the Office Manager of any changes in your home address, telephone number, marital status, dependents, beneficiary, or persons to notify in case of emergency.

Subject to the exceptions established by Bill 68, The Act Respecting the Protection of Personal Information in the Private Sector, you may request access to your file at any time. Your file is kept confidential and information about you can only be released with your approval. All employee files are safe keeping with the President and the Controller.

If you resign, retire or are terminated, we are required by law to retain your employee file for seven years.

Absenteeism and Tardiness

SIGNIFI expects all employees to assume responsibility for their attendance and promptness.

In the event that you will not be able to report to work on time, telephone your supervisor as soon as possible, but should be at least a day earlier, or in case of an emergency, at least 1 to 2 hours prior to your normal starting time. This will allow work and meeting schedules to be adjusted. Inform your supervisor of the reason for your absence and your likely arrival time, if you will be able to come in later that day.

If it is necessary for you to leave work early due to illness or a pressing appointment, request permission from your supervisor as far in advance as possible, informing him or her of the reason for the absence. This must be documented and approved by the HR.

Where possible, the time lost due to late arrival or early leaving should be made up later so as not to disrupt workflow or burden other employees.

When you are going to be absent for an entire day or longer, inform your Supervisor of your absence and the reason as soon as possible. You must leave a detailed message with HR or your supervisor and expect a call back from your Supervisor. For a sickness of short but unknown length, contact your supervisor on the first day and at least everyday thereafter.

Longer periods of sickness are treated as long-term disability and the waiting period is 120 days. Other leaves of absence, for reasons other than sickness, must be arranged and approved ahead of time by the President.

Excessive or unexplained absenteeism, lateness, or regularly early leaving is not acceptable and may result in disciplinary action. If needed, there are resources available including the Employee Assistance Programme (EAP) as a well as paramedical practitioners’ resources, through the employee benefit plan.

If you are absent for five consecutive working days without informing your supervisor, or SIGNIFI management, and supplying a valid reason for your absence, you will be considered to have abandoned your position. SIGNIFI will terminate your employment.

Guidelines for Appropriate Conduct

SIGNIFI’s reputation in the marketplace creates high expectations. Our reputation in turn depends upon the integrity and sense of responsibility of our employees, in whom we place great trust. The way in which that trust is discharged helps determine the success of SIGNIFI and the position we enjoy in the community.

In some situations, an employee’s personal or business activities and interests may be perceived to be in conflict with those of SIGNIFI. It is your responsibility to identify and report any possible or actual conflict of interest to your supervisor for evaluation, regardless of whether or not you derive a financial benefit from the outside activity or interest.

If you are uncertain whether some intended activity falls within these guidelines, discuss the situation with your supervisor. If you are found to be in a conflict of interest, you may be subject to dismissal. Types of behaviour and conduct that SIGNIFI considers inappropriate include, but are not limited to, the following:

Outside Employment

You may take supplementary employment, including self-employment, unless it:

* interferes with your ability to carry out your employment with SIGNIFI;
* involves the unauthorized use of SIGNIFI premises, equipment or supplies; or
* places you in a real or apparent conflict of interest with SIGNIFI. This would include an enterprise that seeks to supply goods or services to SIGNIFI, or an enterprise that competes with SIGNIFI directly or indirectly.

Gifts and Gratuities

You may not demand or agree to accept payments, services or other incentives from contractors or suppliers of SIGNIFI that are intended as a solicitation of business.

Public Appearances

You may not speak publicly to a meeting, conference or seminar, or to the media, on any topic that involves SIGNIFI or your work or expertise within SIGNIFI, unless you have the prior approval of the President.

Confidentiality of Information

Confidential information about SIGNIFI, its customers, clients, suppliers or employees should not be divulged to anyone other than persons who are authorized to receive such information. If you are in doubt as to whether certain information is confidential, seek management approval before disclosing it to anyone. All media questions must go through the President.

Confidential information pertaining to any aspect of SIGNIFI business including finances, suppliers, private business activities and plans of SIGNIFI are SIGNIFI property. Use of such information for personal advantage or private speculation is strictly forbidden.

Confidential information obtained as a result of employment with SIGNIFI may not be used, or disclosed, for furthering any private enterprise, or as a means of making personal gains.

In the course of any job, you may become aware of personal and confidential information. SIGNIFI depends on the maturity and loyalty of each employee to keep private any such information and to keep confidential any personal matters discussed.

Breach of the duty of confidence is a serious matter and may result in discipline up to and including dismissal.

Security of Property and Theft

Preserving and safeguarding SIGNIFI’s property is the responsibility of each of us, as employees. Equipment, such as computers, tools, work related equipment and other materials and supplies are the property of SIGNIFI and must be used only for company business unless otherwise agreed upon, and must be protected from theft, misuse or damage.

No company property may be borrowed for personal use without the authorization of your supervisor.

Theft of SIGNIFI’s property, or of a fellow employee’s property while at work, may result in dismissal and in criminal charges.

Personal Appearance

SIGNIFI believes that the success of our organization is determined in part by establishing and maintaining a proper business atmosphere. You are, therefore, expected to dress in a manner consistent with the nature of your work. If there are questions as to what constitutes proper attire, you should consult management.

You are also expected to observe good habits of grooming and personal hygiene at all times, and to avoid any personal practices or preferences that may prove offensive to others. Cleanliness and use of anti-perspirant is important.

Conduct and Communications

SIGNIFI expects all employees to maintain a level of personal conduct that will not reflect negatively on themselves or on the credentials of SIGNIFI. Employees whose conduct compromises the integrity or credibility of SIGNIFI, or any SIGNIFI employee, customer or supplier, may face disciplinary measures and the possibility of dismissal.

SIGNIFI expects all of its employees to be courteous at all times and to convey a friendly, approachable, respectful image to its suppliers, customers and fellow employees. Yelling, swearing, using insulting or abusive language and fighting are strictly forbidden in all work-related situations.

When you communicate with anyone outside the organization, you represent SIGNIFI. All written and oral communications should avoid all forms of discrimination, in order to comply with human rights law.

It is the practice of SIGNIFI that all written communication should be consistent in format, in the interest of professionalism and corporate branding. Please follow the prescribed format guidelines for all communications. An authorized version of the SIGNIFI logo is to be used on all letterhead, documents and materials.

Disciplinary Procedures

SIGNIFI strives to create a long-term relationship with its employees. Our primary goal is to provide a positive environment. We have developed fair and constructive disciplinary procedures that we feel encourage improved performance in the workplace.

Discipline is intended to be constructive in correcting an employee’s unacceptable behaviour. Any issues will be discussed with the individual, with the intent of resolving the problem. Depending on the severity of the problem and its history, the following actions may be taken:

* Verbal discussion
* Written warning
* Suspension (with or without pay)
* Dismissal.

SIGNIFI hopes to provide an opportunity for improvement, although we recognize that it may not always be possible to do so.

E-Mail and Internet Use

E-Mail Usage

While SIGNIFI expects all employees to use its e-mail system for official business use, occasional personal use is permitted. SIGNIFI reserves the right to access, use and disclose all messages sent over its e-mail system for any purposes, business or personal. We may inspect the contents of e-mail messages disclosed by monitoring at anytime.

Employees are subject to discipline, which may include termination, if they:

* “snoop” in other people’s messages or files;
* send harassing, discriminatory or pornographic messages;
* leak confidential information; or
* otherwise violate SIGNIFI’ policy on e-mail usage.

Internet Access and Usage

The following guidelines apply to all employees using the Internet:

1. You must use due diligence in all Internet contacts.
2. You must follow all terms and conditions of software licenses and copyright laws when collecting or using information from the Internet.
3. You must conform to SIGNIFI’s software standards, including virus protection standards.
4. Employees are expected to avoid conflict of interest for SIGNIFI by avoiding sites and posts that may conflict with our internet and general business standards.
5. Use of SIGNIFI’s Internet resources for personal purposes, playing games, accessing sites that are not related to business or participating in other activities not related to your job function is not permitted.

SIGNIFI’s firewall security system assumes all SIGNIFI network users are trusted employees or fully authenticated external users. The firewall will deny all services that are not specifically permitted and will only allow securely offered services.

All messages sent over SIGNIFI’ networks and computers are SIGNIFI’s property. At any time and without prior notice, management reserves the right to examine and analyze e-mail, personal file directories, Internet access logs and other information stored on SIGNIFI computers. You should have no expectation of privacy associated with the information they store in or send through these systems, whether encrypted or not. SIGNIFI maintains the authority to review Internet usage logs, to act upon inappropriate usage of SIGNIFI’ computer and network assets, and restrict access to resources at various times.

AS AN EMPLOYEE OR ASSOCIATE YOU ARE REQUIRED TO SIGN SIGNIFI’S ACCESS AND USAGE POLICIES AS A CONDITION OF EMPLOYMENT. VIOLATIONS OF THESE POLICIES, OR GUIDELINES ESTABLISHED IN SUPPORT OF THIS POLICIES, ARE CONSIDERED GROUNDS FOR DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

See also IT100 - Acceptable Use Policy and the rest of the Signifi policies.

Intellectual Property Agreement

SIGNIFI has sole entitlement and copyrights to any intellectual property that is conceived or developed by any staff member or agents during the course of employment or services with SIGNIFI. If you are in doubt about any aspect of this policy, please speak to your immediate supervisor for clarification.

Intellectual property includes discoveries, inventions and original works of authorship relating to SIGNIFI’ business and copyrights. The term property relates to the creation or authoring of computer programs, graphic designs, audio or video productions, communications, information systems design or technical materials for SIGNIFI. Ownership and copyright rights also include written reports and other written materials produced for SIGNIFI.

As an employee you are required to sign SIGNIFI’ Intellectual Property Agreement as a condition of employment. Your Agreement clearly explains your responsibilities and obligations regarding intellectual property. Therefore, we expect you to understand and comply with all provisions of the Agreement.

Employees are expected to identify any intellectual property that they are, or have been, working on so that SIGNIFI can take appropriate steps to fully protect such property.

Any employee found violating his or her Intellectual Property Agreement will be subject to discipline up to and including dismissal.

Resignation

In the event that you wish to terminate your employment, you should give SIGNIFI written notice at least two weeks in advance of your last day of work. You will receive all accumulated vacation pay with your last pay cheque.

Disclaimer

All parts of this document are supplementary to applicable federal and provincial legislation. In the event of conflict, the legislation shall prevail.

SIGNIFI management will make every effort to inform you as early as possible about changes in policy.  
  
In case there is a conflict between other policies and this document, the Employee Handbook is considered correct and takes precedence over all previous policies and procedures including, but not limited to, all memoranda or written policies which may have been issued on the subjects covered in this handbook.

The policies included in this handbook are guidelines only and are subject to change as SIGNIFI deems appropriate and necessary. From time to time you may receive notice of new or modified policies, procedures, benefits, or programs.

Ontario Employment Standards Act - Multilingual Information

In Ontario, employment is governed by the Employment Standards Act, 2000.

The Ministry of Labour, Training and Skills Development maintains a site dedicated to Employment Standards at <https://www.labour.gov.on.ca/english/es/>

Four multilingual brochures that explain key aspects of the Employment Standards Act in English, French and 18 other languages (Arabic, Bengali, Chinese, Dari, Farsi, Greek, Gujarati, Hindi, Italian, Korean, Filipino, Polish, Portuguese, Punjabi, Russian, Spanish, Tamil, Urdu, and Vietnamese) exist. The brochures are available on the Ontario Ministry of Labour website at

<https://www.labour.gov.on.ca/english/multi/index.php>

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 | 2020-05-11 | First version | Caroline Martin |
| 1.01 | 2020-05-12 | Edits, template updates | Razvan Anghelidi |
| 1.02 | 2020-07-10 | Add page numbers | Razvan Anghelidi |
| 1.03 | 2020-12-04 | Annual review | Razvan Anghelidi |
| 1.04 | 2021-12-07 | Add the employee grievance process section | Razvan Anghelidi |