



**MARCH 5 2024**

---

**ADI Art Design International**  
**Updated by: Mathieu Cinq-Mars**

# Social Responsibility Policy

## Our Engagement

At ADI Art Design International, we aim to offer our employees and customers a guarantee of service that includes environmental and social responsibility. We are convinced that the very essence of our work must be inspired by the principles of sustainable development.

### 1.0 Fair Hiring Practices

ADI Art design international is committed to adopting fair hiring practices. We are based on principles of merit guided by the values of the company which include respect, integrity, and diversity.

Recruitment and selection activities must be carried out in a fair, objective, consistent, non-discriminatory, and legally defensible manner.

Those involved in the hiring process should have the requirements, skills, qualifications, and competencies required to effectively conduct the business of the company.

A fair hiring practice includes:

- Recruitment process, selection, and equitable treatment of applicants
- Screening and selection criteria related to the job requirements
- Screening, selection criteria, and consistent assessment of candidates for positions
- Determination of a successful candidate based on merit, as outlined in this policy

Recruitment and selection activities must respect the Charter of Human Rights and Freedoms.

Information and privacy protection legislation. All parties involved must maintain confidentiality throughout the recruitment and selection process of candidates.

### Background Check

To assess the candidate's suitability for the job, appropriate background checks are conducted before the candidate is identified as the successful candidate for the position. At a minimum, reference checks should be performed. A department may also request verification of a candidate's credentials.

## **Additional Context**

Checks are related to job requirements and may include:

- Criminal record check
- Credit check
- Driving record check
- Others as needed; for example, medical authorization, verification of CNESST file and / or verification of membership of a professional association.

Applicants must give their consent in writing before ADI Art Design International performs the background check. References should include recent supervisors who have worked with the candidate for a sufficient period of time to be able to offer an informed assessment and may include others who have relevant knowledge about the candidate.

## **Immediate References**

Family members are not allowed. If a candidate does not consent to a completed background check for the position, this will adversely affect the candidate's results for selection.

## **2.0 Code of Conduct**

The Code of Conduct is intended to describe the general principles that govern acceptable behaviour in our dealings with each other, our customers, our suppliers, our partners, and the communities where we live and work.

It is based on the values and philosophy of ADI which contribute to its success. Our policies, including this Code, therefore flow from our core values. All our actions and decisions must therefore be inspired by these common values, which serve as a reference for all. Our code of conduct is based on two essential elements: respect for people and respect for the company.

### **Respect for the Person**

#### **Discrimination, Intimidation, and Harassment**

ADI makes every effort to provide you with a professional, healthy, and respectful environment. We therefore do not tolerate discriminatory behaviour, intimidation,

harassment, whether psychological, physical, sexual or in any other form, nor violence in any form. For example, the following behaviours are prohibited:

- Discrimination based on cultural origin, skin colour, age, religion, sex, sexual orientation, marital or family status, or disability, as well as posting photographs or any other printed material of a discriminatory nature in the workplace.
- Vexatious conduct manifested either by behaviour, words, actions, or repeated gestures that are hostile or unwanted, which conduct violates the dignity, psychological or physical integrity of the person and which results, for that person - here, a harmful work environment.
- Sexual advances, inappropriate allusions or propositions, or any other form of joke or behaviour with a sexual connotation, likely to attack the dignity or the physical or psychological integrity of the person.
- Use of inappropriate language at work, including swearing, profanity or name calling.

Any employee who believes they are the object of harassment or discrimination may contact their supervisor or the Talent and Culture Coordinator at any time. Management will diligently investigate and take the necessary steps to resolve the situation, including, if necessary, disciplinary action up to and including termination. The greatest confidentiality will be observed regarding the identification of the persons involved and the circumstances surrounding the complaint.

### **Health, Safety, and Environment**

At ADI, commitment to occupational health and safety and the environment is a fundamental social responsibility and a priority for the Company. ADI and its employees comply with all applicable laws and regulations. ADI implements standards, procedures, emergency response plans and management systems necessary for the safe and ecological performance of its activities within the framework of a vision based on sustainable development.

In the event of an accident, everyone is required to provide assistance to the injured person and to report the accident without delay to their immediate supervisor and to the company's first responders, so that the necessary measures can be taken. Following a work accident, a form available through your supervisor must be completed.

In order to ensure their own safety, and that of their colleagues and their community, employees must make a commitment not to perform their duties while using any substance that may impair their good judgment or impair their performance. Each employee must assure safe, efficient, and responsible execution of their tasks.

In addition, the consumption, sale, distribution, possession, manufacture, transport and promotion of illicit drugs and alcohol, or use of accessories facilitating consumption on the premises during working hours are prohibited. Possession of weapons is prohibited in the workplace.

### **Employee Training Program**

ADI Art Design International believes that building employee loyalty begins with professional training. We believe it is important to provide employees with the necessary tools to perform well daily. At ADI Art Design International, for training to be successful, it must obviously have at its base, a detailed job description. This will serve as a foundation. Then, we will determine through the requirements, qualifications, and skills required by the position, the objectives to be achieved. We want to orient the development of the employee towards the achievement of his objectives. All documents on positions, training and necessary qualifications will be made available to the employee at all times.

### **Presence at Work**

Your presence at work is important. We expect everyone to be diligent at work. Any unforeseen or unjustified absence has an immediate effect on your colleagues and on the quality of service to our customers. If an absence is unavoidable, be sure to notify your manager immediately and explain the reason. Depending on the circumstances, you may be asked to provide proof of absence.

### **Smoke-Free Environment**

ADI offers you a smoke-free environment. It is therefore strictly forbidden to smoke inside the premises of the company. In addition, respect for non-smokers is essential in outdoor areas near the access doors.

## **Respectful Language**

We expect everyone to use respectful and correct language, both orally and in writing, and to be courteous to anyone inside or on the premises as well as outside the company.

## **Dress Code**

Professionalism involves a way of being, of behaving and of dressing. Appropriate and acceptable attire reflects ADI's attitudes and values and helps to create a respectful work environment. We therefore expect that you adopt a dress code which is generally accepted in a business environment.

## **Gifts, Entertainment, and Hospitality Policy**

ADI Art Design International has decided to implement this policy. It applies to all employees without exception. This document should be read in conjunction with the Code of Conduct (located in the employee handbook) and its underlying policies.

ADI Art Design international recognizes and tolerates that the fact of occasionally offering or accepting gifts, entertainment or signs of hospitality can validly contribute to the establishment and maintenance of good business relations. However, employees may not, directly, or indirectly, solicit or offer gifts, entertainment or hospitality to any person or company with whom the Company does business, or receive from them, if the benefit may unduly influence the judgment of the recipient because it creates a disproportionate return service obligation or has the appearance of impropriety. Employees should be careful and consider what is expected in return when a gift, hobby or hospitality is offered. A problem arises if the gift, the leisure, or the mark of hospitality creates or seems to create an obligation for one of the parties. Any gift, entertainment or hospitality offered to influence an operational decision in favour of the Company is not a free gift, but a bribe.

The Company's principles of integrity also apply to the exchange of favours with counterparts in the public and private sectors. Employees should exercise good judgment and, when in doubt, seek advice from senior management or the regional representative, Ethics and Compliance.



---

Éric Morin, Président



---

Mathieu Cinq-Mars, Coordonnateur  
Talent & Culture