



# CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR EMPLOYEES AND MANAGERS

## 1.0 PREAMBLE

The Code of Ethics and Professional Conduct for Employees and Managers (hereafter the “**Code of Ethics**”) establishes the standards to respect and promote in order to foster the transparency and integrity of staff members within the Comité Paritaire des Boueurs de la Région de Montréal (hereafter the “**Comité Paritaire**”). Its goal is to make all staff aware of their responsibilities, to ensure they receive proper guidance to perform their duties, and to maintain and strengthen the organization’s relationship of trust in the industry by cultivating its integrity and credibility.

The Comité Paritaire has high expectations with regard to equity, rigour, confidentiality, integrity and respect. The members of the Comité Paritaire staff must help to maintain a working environment that is built on respect for these values. They must therefore perform their duties in accordance with the principles of professional ethics and in the best interest of fulfilling the Comité Paritaire’s mission.

This Code of Ethics will automatically take effect the moment it is approved by the board of directors.

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## 2.0 MISSION OF THE COMITÉ PARITAIRE

The Comité Paritaire is tasked with monitoring and ensuring compliance with the Decree Respecting Solid Waste Removal (R.L.R.Q. c. D-2, r.5) (hereafter the “**Decree**”). It must also inform and advise employees and employers about the working conditions set out in this Decree to prevent unfair competition.

The Comité Paritaire’s goals are to:

- Ensure employees have fair working conditions
- Promote the industry and encourage workforce renewal
- Promote healthy competition between employers

## 3.0 SCOPE

The Code of Ethics applies to the Comité Paritaire’s employees and managers (hereafter the “**Staff**”). All Staff members must sign an acknowledgement of receipt of the Code of Ethics,

certifying that they have read and understand the content and that they agree to it. Staff members must perform their duties in accordance with the Code, with complete objectivity, in the best interest of fulfilling the Comité Paritaire's mission.

## **4.0 CODE OF ETHICS**

### **4.1 General Rules**

#### ***Comité Paritaire Staff members must:***

- a) Act with integrity, equity, honesty, competence, diligence and respect, in accordance with the Comité Paritaire's organizational values, notably by:
  - i) Adopting impartial conduct without any favouritism
  - ii) Making objective decisions based on facts
  - iii) Demonstrating rigour in assessing files and in other situations
  - iv) Making rational decisions that are not guided by emotions;
- b) Contribute to fulfilling the Comité Paritaire's mission with respect to the rules and policies adopted by the board of directors;
- c) Work and encourage others to work in a professional manner in order to maintain the highest level of professionalism for the Comité Paritaire, notably by:
  - i) Devoting their work time entirely to performing their duties
  - ii) Being honest, respectful and authentic in all of their relationships
  - iii) Demonstrating prudence in their interactions and communications on social media by ensuring they do not harm the reputation or image of the Comité Paritaire, by committing to not share any information directly or indirectly regarding the Comité Paritaire, nor publicly commenting on the activities of the Comité Paritaire or the actions of Staff members
  - iv) Adopting an ethical attitude and behaviour, in both their personal and professional lives, in order to not tarnish the reputation of the Comité Paritaire;
- d) Place the integrity and interests of the Comité Paritaire before their personal interests or those of the group they represent;
- e) Avoid any discrimination as defined by the charters of rights and freedoms;
- f) Demonstrate diligence and independently use their ability to judge all matters related to the activities of the Comité Paritaire;
- g) Collaborate with all efforts to increase the effectiveness and fulfilment of the Comité Paritaire's objectives;
- h) Make decisions independently of all partisan political considerations or any private interests. They also agree to show reservation regarding their political opinions;
- i) Respect all of the Comité Paritaire's internal rules and policies;
- j) Refuse all gifts or other benefits that could have a real or perceived influence on performing their duties, except in the form of hospitality and common courtesy; and
- k) Avoid publicly criticizing a decision made by the Comité Paritaire.

The general manager must ensure the aforementioned ethical principles are respected.

## ***4.2 Responsibility of Managers***

Without limiting the generality of the preceding, managers have a particularly important role to play and must:

- a) Provide an example by respecting the Code of Ethics and rules of conduct;
- b) Ensure the Staff is aware of the applicable laws, rules, decisions or directives;
- c) Collaborate with the Staff in an equitable and respectful manner;
- d) Apply the Code of Ethics and rules of conduct in an objective manner;
- e) Adopt habits and behaviours that give a positive image to the Comité Paritaire and its Staff;
- f) Act quickly and according to standards when representatives of the Comité Paritaire do not apply or respect the rules in effect;
- g) Commit to avoiding any situation that could benefit their personal interests, those of their associates, spouse, an immediate family member or friend, at the expense of the Comité Paritaire;
- h) Commit to avoiding any situation of favouritism in their relationship with Comité Paritaire suppliers;
- i) Commit to avoiding any discrimination as defined and prohibited by the Charter of Human Rights and Freedoms and other laws in effect in Québec; and
- j) Commit to remaining regularly informed of pertinent laws and regulations, as well as any significant studies regarding the activities of the Comité Paritaire.

## ***4.3 Confidentiality***

In performing their duties, Staff members must not:

- a) Disclose nor use information obtained in the course of performing their duties. They must respect the confidential nature of the information they obtain and agree to exercise discretion about what they learn in the course of performing their duties. This obligation should not however restrict necessary communications between Staff members;
- b) Personally benefit, nor allow a third party to benefit, from the information obtained in performing their duties. This rule notably applies to all documents obtained through the Comité Paritaire's activities, belonging to or pertaining to a company, group or individual. The information that Comité Paritaire Staff members have access to in performing their duties may only be used as authorized by the law; and
- c) After ceasing their functions with the Comité Paritaire, disclose confidential information obtained during their mandate.

Staff members agree to sign an agreement to keep all information obtained in the course of performing their duties confidential, from their day of hire.

## ***4.4 Conflict of Interest***

Staff members must:

- a) Respect the obligations set out in the Act Respecting Collective Agreement Decrees (R.L.R.Q. c. D-2), the Decree, and all enforceable internal regulations and policies;
- b) Avoid placing themselves in a situation of conflict of interest, or creating the appearance of a conflict of interest between their personal interests and those of the Comité Paritaire. They must also not place the Comité Paritaire in a situation of conflict of interest;
- c) Avoid using their position to obtain personal favours by inappropriately using non-public information, or placing themselves in a situation where they could favour their personal interests or those of a related person, at the expense of the Comité Paritaire's interests;
- d) Avoid using, to their benefit or that of a third party, any privileged or confidential information they obtain in performing their duties;
- e) When looking for a new job, obtain prior authorization from the Comité Paritaire in order to prevent a real or perceived conflict of interest; and
- f) When ceasing their functions with the Comité Paritaire, avoid acting on their own behalf, or for a third party, in matters related to a procedure, negotiation or other operation that the Comité Paritaire is party to.

As soon as a Staff member becomes aware they are in a real or perceived conflict of interest, they must report it immediately to their employer.

### ***External Professional Activities of Staff***

Staff members may not accept external employment that deprives the Comité Paritaire of the time, attention and professional judgement required to perform their duties, unless authorized by a manager.

## **5.0 INFORMATION SYSTEMS AND COMMUNICATIONS**

Comité Paritaire Staff members who use a computer are responsible for protecting their information. This applies at all times, regardless of whether the Staff member uses a Comité Paritaire computer or accesses Comité Paritaire systems from their offices, another location or when travelling.

### ***5.1 General use***

All telephones and information systems provided by the Comité Paritaire, including but not limited to desktop computers, laptop computers, servers, networks and mobile phones, are the property of the Comité Paritaire. These systems are in place to conduct Comité Paritaire business. These systems must not, under any circumstances, be used in a way that contravenes the Comité Paritaire's policies.

All documents, data and information, and any type of electronic or vocal message, composed, transmitted, stocked and received on Comité Paritaire systems are the property of the Comité Paritaire. Users of these systems must be aware they have no privacy when using these systems and that the Comité Paritaire reserves the right to monitor all information systems.

The Comité Paritaire's systems must be used in accordance with all laws and regulations applicable in Québec.

## **6.0 REPORTING AND PROCEDURE IN THE EVENT OF CODE VIOLATION**

Staff members are responsible for immediately reporting any violations of the Code of Ethics.

When a complaint is made against the Comité Paritaire or one of its representatives, an inquiry will be promptly opened and conducted with utmost rigour and objectivity.

## **7.0 CONCLUSION**

This Code of Ethics does not cover every situation that may occur. It is no more possible, in a document of this nature, to cover every subject that could be dealt with in a Code of Ethics, than it is possible to establish rules to apply the principles of professional ethics. Maintaining high standards in fulfilling the Comité Paritaire's mission is the responsibility of Staff members. In the case of doubt regarding any decision to make or action to take, the Comité Paritaire recommends that Staff members discuss the situation with a manager.

It is each Staff member's responsibility to ask questions, request advice and report any suspected violation of this Code of Ethics. Retaliatory measures taken against an employee who raises genuine concerns will not be tolerated.

**I have read and perfectly understand the commitments pursuant to the Comité Paritaire's Code of Ethics, including the section on conflicts of interest.**

**Name:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_