



EMPLOYMENT POLICY

COMITÉ PARITAIRE DES BOUEURS DE LA RÉGION DE MONTRÉAL

Introduction

The Comité Paritaire des Boueurs de la Région de Montréal (hereafter the “**Comité Paritaire**”) wishes to hire competent, capable staff to work for its organization, regardless of nationality, gender, religion, etc.

1. Cornerstones of the policy

The Employment Policy aims to fulfill our mission, which is to ensure the proper application of the Decree Respecting Solid Waste Removal.

The Employment Policy lays out the foundations that support the strategies, processes and procedures to:

- Determine staffing needs for the various internal services;
- Publish offers of employment;
- Select and hire candidates; and
- Onboard, inform and train new employees.

The Employment Policy also aims to ensure that human resources are recruited in accordance with the values the organization holds dear, such as non-discrimination and respect for cultural diversity, which are important to the directors and employees of the Comité Paritaire.

Without limiting the generality of the foregoing, the Comité Paritaire’s Employment Policy commits them to respect and act in accordance with the following laws and regulations:

- The Charters of Human Rights and Freedoms;
- The Act Respecting Labour Standards;
- The Act Respecting Occupational Health and Safety;
- The Labour Code;
- The Act Respecting Equal Access to Employment;
- The Act Ensuring the Rights of Disabled Persons;
- The interpretation of the Act Respecting Labour Standards, regarding psychological harassment; and



- All other laws and regulations the Comité Paritaire is subject to, notably in each jurisdiction where it hires employees and provides services.

2. Objectives

The Employment Policy serves to:

- Determine the roles and responsibilities of the persons involved in the hiring process for Comité Paritaire staff to ensure these people are accountable for the principles set forth by the policy;
- Ensure that the hiring process is non-discriminatory, equitable, confidential, rigorous, transparent and meets the high standards for quality and ethics for staff and those who wish to work in the Comité Paritaire;
- Allow the Comité Paritaire to determine its human resources needs in order to respond to employee turnover and fill vacant positions or newly created positions;
- Ensure the people who work in the Comité Paritaire benefit from an onboarding program;
- Enable staff who already work for the company to have a fair opportunity to apply for job openings provided they have the skills and qualifications required for the position. The final decision is at the discretion of the applicant;
- Avoid conflicts of interest; and
- Establish a disciplinary process or penalties for employees who do not act in accordance with internal regulations and the employee handbook for managerial and non-managerial staff.

3. Roles and responsibilities of stakeholders

3.1 The general manager:

- Is the person responsible for enforcing this policy;
- Determines the competency profiles for employees;
- Plans the Comité Paritaire's labour needs;
- Validates the staffing needs issued by the various services; and
- Works with managers to select candidates who meet the position's requirements.

3.2 Managers and supervisors:



- Determine the competency profiles for executive and employee positions related to their level of responsibility;
- Identify staffing needs in their respective services;
- Work with the human resources manager to select candidates who meet the requirements of non-executive positions.

3.3 Human resources:

- Apply the Employment Policy by implementing strategies, processes, procedures and tools to fulfill the policy's objectives;
- Maintain candidate databases;
- Engage with permanent, part-time, temporary or casual staff; and
- Organize the onboarding process for human resources in collaboration with in-house instructors.

4. Entry into force

This policy will take effect the moment of its approval by resolution by the board of directors.