

CODE OF CONDUCT FOR A-LINE GREETINGS

The purpose of this Code of Conduct is to outline the values with which we A-Line Greetings as a business, and our employees, conduct our affairs with all interested parties.

This Code is not a substitute for our responsibility and accountability to exercise good judgment, and to obtain guidance and support from our [*managers*] on proper business conduct. The strength of our business comes from our collective knowledge and the sharing of that knowledge and experience.

As Management we commit to:

- Treat all employees with respect and dignity to create a healthy work environment where all employees contribute to and benefit from the business' successes
- Support the role of Management and demonstrate alignment to business decisions
- Take responsibility for our decisions and our actions
- Take pride in our unique workforce and view it as a competitive advantage
- Maintain a work environment that is free from discrimination or harassment
- Treat colleagues with respect, dignity, fairness and courtesy
- Demonstrate respect and value to our clients
- Respect the letter and spirit of the Federal and Provincial laws as they pertain to our business
- Respect and protect the proprietary and confidential information entrusted to each of us by A-Line Greetings, specifically ensuring that all client information is maintained confidential to the business
- Continue to evolve our business with a focus on current and future success to enhance value for our clients and provide career opportunities for our employees
- Abide by and support others to adhere to this Code of Conduct

Employees commit to:

- Treat all A-Line Greetings employees including colleagues, peers, and management personnel with respect, dignity, fairness, and courtesy
- Work collaboratively with colleagues and demonstrate respect and dignity towards them
- Use the resources made available by A-Line Greetings to support individual success in each role and function
- Make an honest effort to fulfill our duties and responsibilities
- Demonstrate respect and value to our clients
- Respect and protect all proprietary and confidential information of A-Line Greetings, ensuring that all client information is maintained confidential to the business
- Engage only in those business and practices that contribute to a positive relationship with potential and existing clients and other parties in the community
- Respect competitors and their services and represent them in a way that distinguishes A-Line Greetings' values
- Recognize and demonstrate that we are ambassadors and representatives of A-Line Greetings in our community and ensure that we maintain a professional and positive image of A-Line Greetings at all times

February 22, 2024

A-Line Greetings reserves the right to amend this policy at any time. Template from CFIB online.

- Recognize the importance of our image and act professionally in all meetings and gatherings both at A-Line Greetings and while on A-Line Greetings business
- Respect the letter and spirit of the Federal and Provincial laws as they pertain to our personal and professional activities
- Abide by and encourage others to adhere to this Code of Conduct

Respect is a key ingredient to A-Line Greetings' Code of Conduct and consists of:

- Listening without interrupting and trying to understand the other person's viewpoint
- Trust and honesty
- Nonviolence and non-harassment
- Building a person up instead of tearing down
- Not pressuring the other person
- Giving credit where credit is due

February 22, 2024

A-Line Greetings reserves the right to amend this policy at any time. Template from CFIB online.

AGREEMENT - A-LINE GREETINGS' CODE OF CONDUCT POLICY

We are pleased to welcome you to the A-Line Greetings team.

This is a good opportunity to provide you with a copy of the Code of Conduct, which will help you get off to a good start. The objective is to give you an overview of the business and the human resources practices of our company and to ensure the efficiency of our operations and the harmony of our team.

All employees, whether seasoned or new, may occasionally need to consult the Code of Conduct. This document is intended as an easy-to-use reference tool containing the answers to your main concerns. Should any of your questions remain unanswered, please feel free to contact Payroll Representative by payroll@alinegreetings.com.

And last comment, all the A-Line Greetings policies are evolving documents that may be adapted as appropriate to reflect cultural and organizational changes as well as the modifications that are constantly being made to government regulations. We A-Line Greetings are committed to maintaining open and transparent communication with all employees and will provide updated policies (where applicable) in a timely manner.

ACKNOWLEDGEMENT OF HAVING READ AND UNDERSTOOD THE CODE OF CONDUCT

I, _____, attest that I have read the Code of Conduct and its various components, including the following:

I acknowledge having received all the relevant information that I need to have a good understanding of the content and scope of this policy.

Employee - Print Name

Employee - Signature

Date

Employer - Print Name

Employer - Signature

Date

The original copy is given to the employee and the employer retains a photocopy for their files.

February 22, 2024

A-Line Greetings reserves the right to amend this policy at any time. Template from CFIB online.