



KD SERVICES
EMBALLAGE & ASSEMBLAGE
PACKAGING & ASSEMBLY

CODE OF ETHICS



Effective date : 2017AL01



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1. POLICY DESCRIPTION

Maintaining a safe and healthy workplace is a priority for KD Services. The company is committed to implementing and respecting the various measures included in this code of ethics.

This policy completes and complements the other policies already in place.

This preamble is an integral part of this policy.

2. POLICY OBJECTIVES

This policy aims to define the rules of ethics implemented by KD Services.

3. POLICY STATEMENT

3.1 SCOPE

The policy applies to all employees of the company.

The masculine gender is used to lighten the text, without prejudice to the feminine form.

3.2 PRINCIPLES

KD Services recognizes that all employees are entitled to respect, dignity, equity and security.

KD Services will ensure the communication of this code of ethics to its employees as well as their good understanding of this document.

4. EMPLOYMENT

4.1 FREE CHOICE OF EMPLOYMENT

No employee is forced to work, directly or indirectly, and all employees are free to quit their jobs at any time.

Employees are not required to leave a deposit of any kind to KD Services.

4.2 FREEDOM OF ASSOCIATION

All employees are free to join or create the union of their choice.

KD Services agrees to adopt an open attitude towards the activities or the creation of a union.

4.3 WORKING CONDITIONS

KD Services ensures to provide a work environment that respects the rules of hygiene and safety.

All employees must receive the safety and hygiene trainings related to their position, in addition to receiving the applicable reminders.

4.4 CHILD LABOR

KD Services is committed to respecting child labor laws as well as following the provisions of its child labor policy.

5. REMUNERATION

5.1 MINIMUM WAGE

Wages and benefits must at least respect the *Act Respecting Labour standards*.

KD Services provides all employees with written and understandable information about their working conditions and their pay after each pay period.

Deductions from the pay that are not allowed by the law and done without the employee's authorization are prohibited.

5.2 WORKING HOURS

Working hours are established by the employment contract signed by the employee at hiring.

KD Services assigns overtime on a voluntary basis. Overtime must be paid at the rate of one and one-half (1/2), in accordance with the provisions of the overtime policy.

6. DISCRIMINATION

KD Services is committed to eliminating all discrimination from the processes of recruitment, compensation, promotion and dismissal on the basis of race, origin, religion, age, disability, sex, marital status, sexual orientation or union and political party membership.

Harassment or any other forms of intimidation are strictly prohibited. KD Services is committed to respecting any law concerning harassment as well as following the provisions of the anti-harassment policy.

7. POLICY MANAGEMENT AND RESPONSIBILITIES

The application of the policy is the responsibility of the Director of Human Resources.

The Director of Human Resources is responsible for:

- Ensuring the respect of the policy;
- Providing advices to the employees concerning this policy;
- Maintaining up-to-date information on the effectiveness of this policy, allowing to suggest changes if necessary;
- Assuming any other task that falls under his responsibility according to this policy.

8. ENTRY INTO FORCE

This policy enters into force on April 1st, 2017.

9. APPROVAL

This policy was approved on _____ by Raymond O'Farrell, President of KD Services.

Signature : _____

*** The original copy is signed by the President and kept in the Human Resources office. ***