



BRT Group - Human Resources Policy Manual

Policy Title:	Personal Conduct Policy	Policy Number:	1.1
Effective Date:	May 1, 2017	Revision Number: Replaces:	New Policy
Prepared By:	Human Resources	Approved By:	President

1.1.1 BRT Group Rules of Personal Conduct

We have an obligation to provide a secure, healthy and safe work environment for all of our employees. Beyond this, BRT Group is committed to providing a workplace environment which is respectful, team-oriented and progressive. Therefore we cannot accept behavior which impairs this culture or diminishes the professional spirit of our Organization. Offensive behavior, harassment and unprofessional behavior of any kind will not be accepted or condoned. We expect all employees to conduct themselves in a professional manner at all times.

1.1.2 Examples of Prohibited Conduct

While it is impossible to list every action that is considered unacceptable conduct, some examples are provided below. Management may discipline or discharge employees for misconduct of any kind, whether or not listed below, depending on the circumstances. The form of corrective action will be determined consistently but on an individual case-by-case basis. Corrective action or progressive discipline will be applied where appropriate, however, in some cases, one single incident of misconduct will warrant summary dismissal. Examples of prohibited conduct include:

- Falsifying employment or other Company records.
- Disregarding safety or security regulations and guidelines.
- Failing to maintain confidentiality of Company, customer or client information.
- Abusing Company credit cards or other Company property for personal use.
- Willful damage of Company property or property of any employee, vendor, customer or visitor.



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- Frequent absenteeism or tardiness. This includes returning from breaks and lunch as well as beginning and quitting work.
- Reporting for work or working in a condition which impairs your ability to perform your job effectively or safely.
- Reporting for work while under the influence of alcohol or drugs. Possessing, using, selling, distributing, or transporting of drugs or drug paraphernalia (except for legitimate medical reasons) and possessing or drinking alcoholic beverages while on Company property.
- Fighting or using obscene, abusive, or threatening language or gestures (see also Workplace Violence & Harassment Policy).
- Insubordination.
- Theft of property from co-workers, customers or the Company.
- Unauthorized possession of weapons on Company premises or while on Company business.
- Repeated and unexcused absenteeism.
- Discourtesy or rudeness to customers, staff, or other people involved with our Company.
- Conspiracy to reduce or intentional reduction in work rates or output.
- Intentional production or passage of defective work.
- Unnecessary or unauthorized use of Company supplies, particularly for personal purposes.
- Criminal, dishonest, or unethical conduct.



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1.1.3 Responsible Behaviour

Employees are expected to behave in a responsible and mature manner at all times, and to exercise consideration and courtesy towards those with whom they work. Fighting, horseplay, loud or obnoxious behaviour, using abusive language, or interfering with any other employee on Company premises must be avoided at all times. All interactions and discussions with customers and co-workers must be strictly professional. Engaging in conversations of a controversial or personal nature should be avoided, as certain topics (for example, politics or religion) may be offensive to some.

1.1.4 Your Work Area

All team members are to be in their area of work, unless invited for business purposes to another area.

Discussion of social events can wait until after business hours unless it does not slow any work in the process.

It is imperative that no outside individuals be received in your area of work. The front entrance has been enclosed for this purpose, and the boardroom designed to facilitate meetings. If outside individuals need to see you, kindly invite them to the boardroom to conduct your business. When done, please escort them to the front door so that the individual does not interfere with other working team members, also preventing breaches in confidentiality.

Visitors are asked to sign a NON-DISCLOSURE AGREEMENT. Any outside individual that goes through the premises must sign this form, which is available at the front desk. These signed forms



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are to be given to the Controller, who will keep these completed forms in a fire-proof safe at all times.

1.1.5 Smoking

As required under the Smoke-Free Ontario Act, smoking is prohibited in all portions of BRT Group that fall under the definition of “enclosed workplace” including inside of buildings and work vehicles. No person shall smoke in any enclosed public place or enclosed workplace. Ashtrays or any equipment serving as an ashtray (e.g. coffee cup, tin can, bucket etc.) are prohibited inside all enclosed workplaces. ‘No Smoking’ signs will be posted. Visitors, contractors, clients, customers, volunteers or other members of the public must comply. Employees must comply with the Smoke-Free Ontario Act while working at off-site locations. The ban on smoking in an enclosed workplace is in effect at all times, even after hours, when people are not working or when clients are not present.

Specifically, smoking is not allowed:

- in the mill
- in inventory areas
- in the garage
- in the offices
- in the store
- in the warehouses
- in the freezer

There should be butt buckets at the following “restricted to” smoking areas:



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- in front of the office (by the steps)
- entrance of the BRT Pet Foods office
- in front of the wood fence
- dock between warehouse and freezer
- area outside of the garages

No butts are to be thrown on the ground. Butts are to be watered down before throwing away.

It is each manager's responsibility to advise his/her team members of smoking areas, the time allotted to breaks (for smoking if you wish) and to enforce a no smoking policy.

1.1.6 Accepting Gifts

All employees of the BRT Group are not to accept any form of gift or gratuity from any suppliers with the exception of consumables (consumables are pens, notebooks, coffee mugs, donuts etc. to a maximum of \$20.00 value)

Unacceptable items include cash, rebates, coupons, gift certificates, clothing, vacations, and lunches on a regular basis (i.e. not to show favoritism to one supplier).

As we are associated with numerous suppliers and distributors we must not ever give the impression that we favour one over another. Therefore, any offers of gifts or gratuities to anyone should be immediately passed on to head office, as any incentives must benefit the overall corporation. Head office should turn this offer into advertising dollars, corporate rebates or product discounts, or overall price reductions from this supplier.