TELECOM
COMPUTER SOLUTIONS

2024

Code of
CONDUCT
SUMMARY

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CCIB
CERTIFIED
INDIGENOUS
BUSINESS

A - Introduction

1. **Introductory Statement** – Establishes the purpose of Telecom Computer Inc.'s Code of Business Conduct, promoting ethical standards, integrity, and compliance across all business practices.
2. **Employee Relations Philosophy** – Outlines Telecom Computer's commitment to fair, open, and consistent management practices that recognize the needs of both employees and the organization.
3. **Fair Treatment Policy** – Ensures employees have a clear process for resolving disputes, promoting an environment of mutual respect and understanding.
4. **Guiding Principles** – Highlights core values such as integrity, transparency, fairness, and compliance with all Canadian laws. Emphasizes a zero-tolerance policy against bribery and unethical practices.

B - Workplace Health & Safety

1. **Occupational Health & Safety Policy** – Ensures compliance with safety regulations, promoting a safe and healthy work environment.
2. **Mental Health & Well-Being Policy** – Promotes mental health awareness, support, and accessibility.
3. **Sexual & Other Harassment Policy** – Prohibits harassment and provides mechanisms for reporting and addressing incidents.
4. **Violence Prevention Policy** – Prevents workplace violence and establishes protocols for threat response.
5. **Ergonomics & Workplace Comfort Policy** – Ensures proper workstation setup and injury prevention.
6. **Menopause Workplace Support Policy** – Provides accommodations for employees experiencing menopause.

C - Emergency Preparedness & Response

1. **Fire Training Policy** – Provides fire safety training, evacuation procedures, and fire safety measures.
2. **WHMIS Policy** – Covers hazardous material handling, storage, labeling, and disposal.
3. **Crisis Management Policy** – Outlines response to natural disasters, cybersecurity threats, and public health emergencies.
4. **Medical Emergency Response Policy** – Establishes first aid protocols and emergency medical assistance procedures.
5. **Evacuation & Shelter-in-Place Policy** – Details emergency exits and sheltering during various crises.
6. **Emergency Closings Policy** – Defines company closure procedures for severe weather, power outages, and other emergencies.

D - Safety Compliance & Reporting

- **Protective Safety Equipment Policy** – Outlines proper use of PPE and related compliance.
- **Warehouse Safety Policy** – Ensures safe practices within warehouse operations.
- **Office Workplace Safety Policy** – Promotes safe practices within office environments.
- **Employee Health & Safety Responsibilities Policy** – Clarifies employee responsibilities under the Occupational Health & Safety Act.
- **Safety & Reporting Accidents Policy** – Provides protocols for incident reporting and corrective actions.
- **Hazard Reporting & Resolution Policy** – Establishes clear processes for identifying and resolving workplace hazards.
- **Return to Work & Injury Management Policy** – Supports recovery and accommodation for employees after injury or illness.

E - Cyber & Remote Work Safety

1. **Remote Work Health & Safety Policy** – Ensures ergonomic and secure remote work environments.
2. **Cybersecurity Awareness & Threat Response Policy** – Provides training and guidelines for mitigating cybersecurity threats.

G - Human Rights & Ethical Business Practices

1. **Human Rights Policy** – Ensures equal opportunity, fairness, and protection against exploitation.
2. **Fair Labor Practices Policy** – Establishes fair wages, benefits, and working conditions.
3. **Indigenous Rights & Reconciliation Policy** – Promotes Indigenous economic empowerment and cultural awareness.
4. **Anti-Discrimination & Equal Opportunity Policy** – Prohibits discrimination and ensures DEI in the workplace.
5. **Conflict of Interest Policy** – Prevents conflicts between personal interests and company responsibilities.
6. **Anti-Corruption Policy** – Prohibits bribery, fraud, and unethical business practices.

H - Corporate Social Responsibility (CSR) & Environmental Sustainability

1. **Corporate Social Responsibility (CSR) Policy** – Aligns business practices with sustainable development goals.
2. **Supplier Code of Conduct** – Ensures ethical labor, environmental, and human rights standards in procurement.
3. **Environmental Sustainability & Climate Action Policy** – Reduces carbon footprint and promotes eco-friendly practices.
4. **Ethical AI & Data Responsibility Policy** – Ensures ethical use of AI and data protection.

I - Community Engagement & Social Impact

1. **Indigenous Sponsorship & Education Grant Policy** – Provides mentorship and career development for Indigenous youth.
2. **Employee Volunteerism & Philanthropy Policy** – Encourages employee involvement in community service and advocacy.
3. **Ethical Marketing & Customer Responsibility Policy** – Promotes transparency and accessibility in marketing practices.

J - Workplace Diversity, Equity & Inclusion (DEI)

1. **Anti-Discrimination & Equal Opportunity Policy** – Ensures diversity, equity, and inclusion in all hiring and promotion practices.
2. **Sexual & Other Harassment Policy** – Reinforces DEI initiatives by addressing workplace harassment.
3. **Inclusive Workplace Culture Policy** – Promotes a supportive and diverse work environment.

K - Indigenous Engagement & Economic Inclusion

1. **Indigenous Rights & Reconciliation Policy** – Supports Indigenous business growth and cultural awareness.
2. **Supplier Diversity & Inclusive Procurement Policy** – Ensures equitable access for Indigenous and minority-owned businesses.

L - Accessibility & Workplace Accommodations

1. **Inclusive Hiring & Advancement Policy** – Ensures fair hiring and promotion practices.
2. **Disability Inclusion & Workplace Accommodation Policy** – Provides accessibility and accommodations for all employees.

M - Employee Leaves & Workplace Flexibility

1. **General Leaves of Absence Policy** – Provides guidelines for unpaid leave under special circumstances.
2. **Bereavement Leave Policy** – Outlines leave for attending funerals and making arrangements.
3. **Maternity Leave Policy** – Ensures compliance with employment standards for pregnancy-related leave.
4. **Parental Leave Policy** – Provides guidelines for parental leave following childbirth or adoption.
5. **Emergency Leave Policy** – Allows unpaid leave for urgent concerns such as illness or family emergencies.
6. **Flexible Work Arrangements Policy** – Offers options for work-life balance and remote work where applicable.
7. **Paid Time Off (PTO) Policy** – Establishes guidelines for vacation, statutory holidays, and other paid time off.

N - Community & Employee Engagement

1. **Equal Pay & Pay Transparency Policy** – Ensures fair compensation and living wage compliance.
2. **Employee Volunteerism & DEI Advocacy Policy** – Encourages employee participation in social impact initiatives.

O - Data Security & Financial Integrity

1. **Confidentiality & Data Protection Policy** – Protects sensitive company and customer data.
2. **Artificial Intelligence (AI) Use & Security Policy** – Establishes guidelines for secure and ethical AI use.
3. **Email, Internet & IT Usage Policy** – Regulates acceptable use of company IT resources.
4. **Acceptable Use of Equipment Policy** – Governs the proper use of company-issued devices.
5. **Cybersecurity & Threat Prevention Policy** – Provides training and guidelines for mitigating cybersecurity threats.
6. **Security & Access Control Policy** – Ensures physical and digital access restrictions.
7. **Insider Trading & Ethical Financial Conduct Policy** – Prevents unethical financial practices.
8. **Digital Records Management & Retention Policy** – Establishes standards for data retention and disposal.
9. **Third-Party & Vendor Security Policy** – Ensures vendor compliance with company security standards.
10. **Continuous Monitoring & Improvement Policy** – Ensures ongoing assessment and improvement of security measures.