



CODE OF ETHICS



CODE OF ETHICS



Message from the President and Chief Executive Officer

To ensure strength and longevity, a business relationship must be based on mutual trust between the Client, the Company, and its Stakeholders. We will establish and maintain trust that is built upon principles, ethics and morals that will guide our corporate goals and actions.

To continue to grow, Bouthillette Parizeau (BPA) must remain trustworthy. We all have a duty to understand ethical expectations, comply with guidelines, make informed decisions, and behave wisely. Our organizational values, which support and reinforce the achievement of our mission, impact the way people in the Organization act, both inside and outside the Company. Ethical behaviour is the basis for trust among stakeholders. Communicating clear ethical expectations is therefore essential within our organization, as well as with our clients and business partners.

This requires a commitment to the principles of integrity and ethical behaviour from everyone in the Company. To achieve this, we have developed this Code of Ethics. In it, you will find the guiding principles that must govern our relationships with the Company, our clients, colleagues, suppliers, peers, and business partners.

It is important to act in accordance with these principles and our organizational values to actively participate in maintaining our reputation.



Dominic Latour, P. Eng.
President and Chief Executive Officer

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This Code of Ethics was adopted by the Bouthillette Parizeau Inc. (BPA) Board of Directors on February 11, 2022 and replaces all other versions of the Code of Ethics.

The Ethics Committee is responsible for the application of this Code.



1. OBJECTIVES

1.1 General

This Code of Ethics (hereinafter the “Code”) of Bouthillette Parizeau Inc. (referred to as “BPA”, the “Company” or the “Organization”) is intended to establish guidelines for the relationships and behaviour expected between the members (the “members” include Office Directors, Executives, Shareholders, and employees including trainees), the Company, and between the Company and the public.

The Code:

- Supports the mission and organizational values;
- Establishes the rules governing the behaviour expected in accordance with the mission and organizational values;
- Describes the mechanisms for enforcing the mission, values, and rules of the Code of Ethics.

The purpose of this Code is to ensure that each member working within BPA:

- Is committed to preserving the Company’s reputation in the performance of their duties as a representative of the Company;
- Adheres to ethical principles and values;
- Is equally committed to the Code of Ethics specific to their profession (if applicable); and
- Understands that defamatory statements about the Company will not be tolerated.

1.2 Scope of Application

1.2.1 General

This Code applies to all members of BPA. Members must also comply with the Employee Manual available on the intranet. In case of ambiguity between the provisions of this Code and those of the Manual, the provisions of the Code shall prevail.

1.2.2 The Code and the Members

It is the responsibility of every member of the Company to become familiar with the Code and to understand how it applies to their day-to-day work.

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It is essential that each member is aware of the possible consequences of their actions on all affected persons, whether they are members of the Company, clients, suppliers, employees, colleagues, or business partners.

The Code has been written to help each member challenge the status quo, make the right decisions, promote industry best practices, and comply with BPA policies.

The Company expects all members of the Company, at all levels, to respect and comply with the guidelines of this Code. This Code must be applied in conjunction with all other Company procedures, standards, and rules (e.g., professional association code of ethics, employee orientation guide, organizational policies, etc.).

All Members are required to confirm that they have read the Code and its amendments, if applicable, by submitting the Acknowledgement Form in Appendix A and are also required to attend awareness sessions organized by the Ethics Committee. This applies also to all new members upon their hiring. New members are provided with the Code for review and confirmation that they have read, understood, and will comply with the provisions.

1.2.3 The Code and Business Partners

Members of BPA must ensure the integrity of business partners and forward them a copy of this Code. For the purposes of understanding, the expression “business partner” mentioned in this Code refers to business partners with whom the Company has entered into a joint-venture agreement, as well as its subcontractors. The Company reserves the right to suspend or terminate a business relationship with a business partner that refuses to comply with the provisions of this Code.

2. **PRINCIPLES**

2.1 **General**

Each member of BPA agrees to:

- Respect applicable laws and regulations in effect, as well as the Code and organization’s policies;
- Perform work and conduct business relations with integrity, honesty, and fairness;
- Avoid conflicts of interest and reduce the perception of conflict of interest;
- Avoid favouritism, both with BPA members and with suppliers, clients, and business partners;
- Promote transparency and accountability in the workplace;



- Preserve health and safety in the workplace;
- Promote a culture in which respect and ethics are recognized, valued, and exemplified by all members;
- Report, in good faith, any actual or perceived violations of this Code;
- Cooperate with any internal investigation into a reported violation at the request of the person responsible for the internal investigation; and
- Avoid associating with activities, causes or persons that could directly or indirectly involve BPA in illegal, questionable, or compromising activities.

2.2 Legal Obligations and Codes of Ethics

In the course of work, BPA expects all members to be aware of the various legal provisions, as well as the various policies and directives that apply to them, particularly in relation to the position held by each of them, and to comply with them. BPA expects a member governed by a code of ethics to respect the ethical standards and to ensure that the professional acts performed are in accordance with professional standards.

In the event of a discrepancy between provisions and this Code, the most stringent standard will be retained and applied.

2.3 Compliance with Client Policies

When the Client issues and requires the application of its own ethical policies, the members of BPA must take cognizance of them and are required to respect them when they are more stringent than the Code.

3. DECISION MAKING PROCESS

In a situation where a member has doubts about the ethical significance of a decision, action or behaviour, the member is required to follow the steps detailed in the following process:

- Confirm the legality of the decision, action, or behaviour in question, i.e., confirm or deny that it is legal or complies with applicable laws and regulations;
- Ask yourself the following three (3) questions, as detailed in the *Guide de pratique professionnelle* (in French only) published by the *Ordre des ingénieurs du Québec*¹.

¹ *Ordre des Ingénieurs du Québec*, "*Guide de pratique professionnelle*" (August 2021) online : [Publications \(oiq.qc.ca\)](https://publications.oiq.qc.ca)



For a decision to pass the test, it must meet the following three criteria:

TRANSPARENCY

QUESTION TO ASK IS:
If my choice were made public, would I feel comfortable defending and explaining it?

EXEMPLARITY

THE QUESTION TO ASK IS:
Could my choice be used as an example in any other similar situation?

RECIPROCITY

THE QUESTION TO ASK IS:
If I were to suffer the consequences of my choice, would I consider it the right choice?

If the member has additional questions, or wishes to discuss other considerations, they must contact a member of the Ethics Committee promptly (section 6).

4. BUSINESS CONDUCT

4.1 Public Safety

Members shall ensure public safety by monitoring and ensuring the safety of the work being carried out and that it does not endanger the health and safety of others. Members are responsible for considering the consequences of the work they carry out on the environment, health, safety, and property of others.

4.2 Acting in the Best Interest of the Client

Each member shall ensure that the work entrusted to them is carried out in the best interests of the Client with due diligence. Members must promptly advise the Client of any detrimental error that could impact them.

The fees charged by BPA must always comply with applicable laws and regulations and must be reasonable considering the specific circumstances of each client mandate.

4.3 Competency

The members of BPA must demonstrate competence in the exercise of their role or position and must always act ethically. A professional has the right to request exemption from a task if they believe that they do not possess the skills or adequate means to accomplish the task.



Each member is obliged to carry out their service in accordance with the rules and legislation that apply to them. For this reason, each member has full autonomy in this respect and has the right to refuse to act or to offer their services if they believe that they do not possess the adequate resources to enable them to perform their duties in accordance with their obligations. The member must consider the limits of their competence, and the means at their disposal (human resources, time allocation, etc.) in the performance of their services.

It is important to remember that if the member finds themselves in a situation where they are faced with a choice between directives ordered by a business partner or a user, those of the Employer or the Company, or those dictated to protect the public interest, the member must always prioritize the public interest.

4.4 Training and Professional Development Activities

BPA actively encourages its members to regularly engage in various training and professional development activities to allow them to develop and perfect skills in relation to their responsibilities and to acquire new skills from a professional development perspective.

5. ETHICS COMMITTEE

5.1 Composition and Responsibilities

The Ethics Committee (hereinafter the “Committee”) is a regulatory body that represents BPA in matters of ethics, discrimination, and harassment, as defined in the *Prevention of Psychological, Sexual or Discriminatory Harassment in the Workplace Policy and Disclosure Process*. *The Committee is composed of five members occupying the following positions:*

- Vice-President, Sustainability : Eddy Cloutier
- Executive Vice-President : Patrick St-Onge
- Director, Electrical : Julie Lefebvre
- Director, Human Resources : Céline LaQuerre
- Legal Advisor : Salem Samné

The main responsibilities of the Ethics Committee are as follows:

- Conduct a biannual meeting to discuss developments in legislation and current events regarding ethics, discrimination, and harassment in the workplace;
- Record and date meeting minutes;
- Receive and diligently review requests, questions, complaints, and denunciations regarding ethics, discrimination, and psychological and sexual harassment in the workplace;



- Plan and manage awareness sessions for BPA members;
- Provide periodic updates of the Code and make them known to the public.

5.2 Disclosure Process

Any member wishing to report a concern, complaint, or potential conflict of interest to the Ethics Committee should do so by submitting the form provided or by simply sending an email to ethique@bpa.ca.

If the individual chooses to submit the form anonymously, their information will not be shared with anyone outside of the Committee without their consent, including the email address used to submit the form.

Upon receipt of the form, the Committee will promptly assess the situation and contact the sender within a maximum of 30 days. If more time is needed, the Committee will provide justification for the additional time to the sender.

If a member is reluctant to contact the Committee for any reason, they may contact *Dominic Latour*, President and Chief Executive Officer, directly.

5.3 Mandatory Disclosure

Any member of the company must disclose any form of **active political involvement** (e.g., volunteering during an election campaign to solicit support and donations).

Members of BPA must, in the course of their duties, make decisions independently of any partisan political considerations. Members must also show reserve in the public communication of their political opinions, regardless of the communication platform.

This political involvement should not prevent members from fully performing their professional responsibilities. It is also strictly forbidden for all members to make any electoral contribution on behalf of the firm or to express a political opinion on behalf of BPA.

In addition, any request to use information or intellectual property outside of normal work use must be approved in advance by the Committee (e.g., in the case of academic research).

Finally, any relationship between two or more people internally that may cause a problem or raise a situation of favouritism must be disclosed to the Committee. This includes, without limitation, family relationships, romantic relationships, and serious interpersonal conflicts.

5.4 Recusal

Should a member of the Committee consider that the members of BPA involved in the case may have valid reasons for doubting their impartiality, they must declare this without delay to



the other members of the Committee and withdraw themselves. Serious grounds for doubting impartiality may include:

- The Committee member is the spouse of a party to the case in question, or they/their spouse is related to one of the parties;
- The Committee member is themselves a party to the case in question;
- The Committee member has acted or is currently acting as a representative for one of the parties;
- There is or was a serious conflict between the Committee member and one of the parties to the case in question;
- The Committee member has a clear interest in the case in question.

After submitting the request to withdraw, the other members of the Committee shall decide whether to accept the request. If the majority of the other Committee members approve the request, the member who made the request withdraws from the case in question. If not, that member shall remain active in the case. In the event of a tie, it is presumed that the other members of the Committee have approved the request.

If there is any doubt about the impartiality of the entire Committee in a particular file, a request to that effect must be made to the Director of Human Resources. If the request is justified, BPA will retain the services of an external consultant to handle the file. This consultant will then have the same responsibilities as the Committee for the file.

6. BUSINESS INTEGRITY

6.1 General

It is essential in business relationships to behave with integrity and honesty to maintain any existing bonds of trust and to avoid undermining the reputation of the Company.

6.2 Conflict of Interest

A conflict of interest is a situation in which a member is entrusted with a function of general interest that competes with professional or personal interests.

Self-interest need not be financial in nature; it may indeed be familial, emotional, or simply cause feelings of gratitude or animosity. Members may not, directly, or indirectly, solicit, accept, or offer a gift, gratuity or other benefit to a company or person with whom the Company does business that would create a sense of entitlement or that would influence or appear to influence the judgment of the person receiving such a gift or benefit.



It is also important to understand that the appearance or perception of a conflict of interest can be just as damaging to a company's reputation as an actual conflict of interest, as it may raise doubts about the integrity, impartiality, and credibility of company members in positions of authority.

6.2.1 Collusion and Corruption

Collusion is a secret agreement between two or more persons to act in fraud of another person's rights and is punishable by law.

Corruption is the misuse of an interaction with one or more persons to obtain benefits or retribution in exchange for leniency. Several forms of corruption exist, such as fiscal, economic, legal, and political. All forms of bribery and diversion are strictly prohibited.

6.2.2 Bribes and Other Benefits, Including Gifts

A bribe is a sum of money, or a form of advantage offered clandestinely to obtain an illegal advantage. It is strictly forbidden to solicit or accept any bribe.

Other benefits may take the form of gifts or invitations from suppliers and business partners.

In general, gifts and other benefits **should never be accepted from suppliers or business partners**, particularly if the recipient is able to offer (or be perceived to be offering) an advantage, privileged access, preferential treatment, or any other favour to the donor. Such gifts and other benefits should be politely declined and returned to the donor. You must also disclose the situation to the Committee. It is strictly forbidden to solicit any gift or other benefit.

If a gift or other benefit comes from a customer, or if the advocacy or business development context allows for the acceptance of a gift or other benefit from a supplier or business partner without impact, BPA members may accept the gift under the following conditions:

- All gifts received or offered and all activities in which members participate at the invitation of clients, suppliers or business partners must be recorded in the Register maintained for this purpose by Business Development. This record must include the date, location, name of the member receiving the gift or invitation and the name of the offering customer, supplier, or business partner, as well as the estimated market value. In addition, the recipient's supervisor must be notified;
- Similarly, all gifts or benefits received from clients, suppliers or business partners remain the property of BPA and not of the person who received them. Thus, gifts must, as much as possible, be redistributed to other members of the company by way of a draw;



- In the case of a gift or benefit received from a supplier or business partner, and where authorization has been given that it is acceptable to retain it, it is the responsibility of the member receiving the gift or benefit to inform the donor of our policy of refusal, for the future.

It is possible for BPA members to offer gifts to clients (current or potential) or business partners if (i) these gifts are modest or customary; (ii) the member has received authorization from his or her supervisor; and (iii) the member has inquired about the rules to this effect with the recipient.

It is recommended that a member consults the Ethics Committee if in doubt about gifts and other benefits.

IN SUMMARY

The members of BPA must refuse gifts and other benefits from suppliers and business partners.

If a gift or other benefit is accepted:

- The gift or other benefit is to be recorded in the Business Development Register;
- The gift or other benefit is the property of BPA and will be distributed among other members by way of a draw (if possible);
- the donor of the gift or other benefit must be warned that any future donation will be refused and will be subject to a draw among members.

A member may offer a gift or other benefit if:

- The gift or benefit is modest or customary;
- The member has received permission from their supervisor;
- The member has enquired about the rules to this effect from the recipient.

6.2.3 Request for Proposal

Each member must respect the rules dictated by the clients during the proposal process, mainly regarding communication with client representatives during the proposal period and avoid trying to extract inappropriate information or influence the members of the selection committee.



6.2.4 Loyalty and Competition

Members must respect their duty of loyalty to BPA.

Paid or unpaid activities pursued by members in addition to their work must not give rise to a conflict of interest or reduce the availability required to adequately perform their work.

6.2.5 Positive Measures

All members shall take positive steps to avoid any situation of conflict of interest or appearance of conflict of interest and advise stakeholders of their obligations in this regard.

Moreover, members are subject to several provisions relating to impartiality, disinterestedness, and independence. They must obviously subordinate their personal interests to those of the client.

7. **CONFIDENTIALITY**

For definitional purposes, the term “confidential information” is divided into two categories: confidential personal information and non-personal confidential information. Confidential personal information is information that identifies a natural person. For example, this information may include signature, social insurance number, date of birth, employee record and salary. The disclosure of this information can break the bond of trust with BPA and lead to legal action.

Non-personal confidential information is information that is shared in the course of employment. It includes, but is not limited to, financial information, business plans, sales and marketing information, customer and supplier information, corporate legal records, e-mails, computer files and technical data. This type of information, if disclosed, could alienate BPA’s business partners, provide a significant competitive advantage to third parties, and compromise our internal security.

It is the responsibility of everyone in possession of confidential information to keep it confidential and to disclose it only to those parties entitled to it and only to the extent necessary. This obligation remains even after employment ends or the project for which we obtained the confidential information is completed.

It is also forbidden for anyone to use information obtained in the course of their duties for personal purposes or to use it for any purpose other than the specific purpose of the project concerned, unless authorized by the Committee. Members shall treat any information obtained from a client as confidential information and shall ascertain from the relevant Project Manager the parameters agreed with the client regarding confidentiality. In addition, members’ responsibility for confidentiality is increased for projects with a high level of security.



Here are some guidelines for the protection, retention, and destruction of confidential information:

- Do not reveal confidential information in public, or even with those close to you;
- Always safeguard and protect confidential information;
- Always ensure the mandatory retention period for confidential information;
- Always shred or destroy documents (digital or physical) containing confidential information when the mandatory retention period has expired;
- Be sure to indicate the confidential nature of the documents transmitted;
- Contact the Ethics Committee if there is any doubt about the security of confidential information.

8. PUBLIC RELATIONS

A member who is contacted by a journalist, media representative or any other person seeking official testimony or comment must immediately refer that person to the President and Chief Executive Officer or the Committee. No member shall make any comment whatsoever in connection with the Company unless expressly authorized by the President and Chief Executive Officer or the Committee.

At all times, the member must show restraint in their public comments about the company on all public communication platforms. Not only must no information about BPA be divulged, but members must also be diligent in making comments that could tarnish the company's image or reputation, or comments about other members, clients or business partners that could be construed as discriminatory or damaging to their reputation.

Each member must ensure that they do not damage the reputation of the Company or anyone working in or with BPA and that the legitimate interests of the Company are protected.

9. INTELLECTUAL PROPERTY

During their professional activities, members create, produce, or carry out models, calculations, standards, expertise, processes, plans, drawings, etc. The achievements remain the exclusive property of BPA considering that they are a direct result of the members employment within the Company and that they use its resources. Consequently, this information shall not be disclosed or transferred for personal use or for use by another organization, unless prior authorization is obtained from the Committee.



However, the use of products, documents or concepts belonging to others may constitute an infringement of intellectual property rights which may have serious consequences. Members should check with the Committee beforehand to ensure that such use does not infringe any of the Company's intellectual property rights.

10. USE FOR BUSINESS PURPOSES

10.1 Use of Resources

Members are responsible for ensuring that all BPA resources, including time and material resources, are used appropriately, efficiently and for professional purposes. All Company resources must also be protected against access, loss, damage, vandalism, misuse, unauthorized or improper use or destruction, and theft.

10.2 Use of Funds

Members must use and protect Company money, cheques, mail, etc., and ensure that all receipts for expenses and invoices are accurate and properly authorized. Members must use Company credit cards only for business purposes.

10.3 Information Technology

Computers and computer networks are now essential in the working world. Members should strive to prevent disruption, overload and misuse of these resources and services. The use of e-mail or the internet to access material containing defamatory or disruptive statements, comments or images of a sexual nature is strictly prohibited. This includes, but is not limited to, discriminatory comments or images based on race, national or ethnic origin, colour, language of expression, age, gender, sexual orientation, marital status, family status, religious beliefs, disability or handicap, or pardoned conviction.

11. FRAUD

The Company takes a zero-tolerance approach to any act of fraud.

12. LABOUR RELATIONS

12.1 Respect and Civility

A culture of respect and civility requires the cooperation of the members of the Company. Courtesy, mutual respect, good manners, and cooperation are part of the attitudes and behaviours to be adopted at work.



BPA is committed to promoting an inclusive and safe work environment that:

- Recognizes the dignity and integrity of each member;
- Values and promotes diversity, equity, and inclusion;
- Enables every member to work without fear of intimidation, discrimination, harassment, or violence;
- Promotes transparent and honest relationships.

13. CODE VIOLATIONS

13.1 Reporting Violations

All members of the Company have an obligation to report suspected violations of the Code. No retaliatory action will be taken against a member who has reported, in good faith, a violation or situation that they believed to be a violation of the Code. Reporting shall be made in the manner detailed in section 5.2 of this Code. However, if the situation is urgent, it is permissible and advisable to disclose a breach of the Code by any other reasonable means, including in person, to a member of the Committee or to the President and Chief Executive Officer.

13.2 Consequences

For any action that violates this Code, the Committee shall recommend appropriate disciplinary measures. These disciplinary measures are based on the principle of graded sanctions and a thorough analysis of the case. These measures vary according to multiple criteria including severity and could lead to dismissal. In the case of ethical breaches, BPA reserves the right to file a complaint with the professional order of the member who committed the infraction. Furthermore, in the case of a violation of legislative provisions, the Company intends to cooperate fully with the appropriate authorities.

14. ORGANIZATIONAL STATEMENTS

14.1 Mission

Offer innovative, sustainable, optimal, and cost-effective engineering solutions for the life of the building.

14.2 Vision

Intensify our leadership position in engineering in terms of expertise and results for the client that relate to content, quality, cost, and schedule.



14.3 Values

- Quality;
- Excellence;
- Integrity;
- Accomplishment;
- Sustainable development.



APPENDIX A

ACKNOWLEDGEMENT FORM

I, the undersigned, confirm and acknowledge that I have read and understood the Code of Ethics and hereby undertake to comply with its provisions which form an integral part of my employment contract.

Signature

Date

Surname and Name

Please send the signed copy to the Ethics Committee: ethique@bpa.ca



APPENDIX B DISCLOSURE FORM

This disclosure form is designed to help communicate information, comments, or questions to the Ethics Committee. The information contained in this form will assist the Committee in conducting a thorough review. Please complete the applicable sections.

Discloser Identification

- I wish to remain anonymous

(Your identity will be shared only with members of the Ethics Committee and your permission will be obtained should the Committee need to share the recorded information with a third party.)

- I wish to declare my identity:

First and Last Name: _____

Personal Contact Information: _____

Job Title: _____

Date: _____

Reason for Disclosure

- I wish to file an ethics complaint (fill out Section 1)
- I have a question or comment for the Ethics Committee (fill out Section 2)
- I want to disclose my political involvement (fill out Section 3)
- I want permission to use information or intellectual property for a purpose other than my employment (fill out Section 4)
- Other (fill out Section 5)

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Section 1: Ethics Complaint

Name(s) of implicated person(s):

Date or period of the facts, behaviours or acts in question:

Please indicate if any witnesses were present.
If so, their names:

Please describe the events or facts on which the complaint is based. Provide as much information as possible so that the matter can be thoroughly investigated.

Do you have or otherwise know of any documents (e.g., correspondence or e-mails) that describe the facts, acts or conduct in question? Please describe the documents or provide copies if possible.

Section 2: Question or comment to the Ethics Committee

Please send us your questions or comments below:

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Section 3: Political Involvement

Approximate start date of your political involvement: _____

Describe, to the best of your knowledge, your duties during your political involvement.

Will this political commitment prevent you from fulfilling your responsibilities within Bouthillette Parizeau (BPA)? Yes No

We wish to remind you that it is forbidden to make electoral contributions or express political opinions on behalf of Bouthillette Parizeau (BPA). It is also forbidden to make electoral solicitations in the workplace.

Section 4: Permission to use information or intellectual property for a purpose other than employment

What is the purpose of using this information? _____

On whose behalf will this information be used? _____

How long will you need access to this information? _____

Describe in detail how you intend to use this information.

If exhibits are attached to this disclosure form, please include a list of them:

Section 5: Other

Describe the reason for disclosure below.

Once complete, please submit this form to the following email address: ethique@bpa.ca

The Ethics Committee is committed to evaluating this form and responding to the sender within 30 days. If additional time is required, a member of the Committee will contact the sender as soon as possible to inform him/her and justify the delay.