



# EMPLOYEE HANDBOOK

FINTECH SPORT GROUP INC. - FSG

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# MESSAGE FROM MANAGEMENT

Dear employee,

We are pleased to take this opportunity to revise the employee handbook to thank you for your contribution to our success over the years. **FSG**'s success has always been maintained through the professionalism and commitment of all its employees.

To those who have just joined us, we welcome you. This handbook will help you get to know the Company and facilitate your integration. It complements the **FSG** Code of Business Conduct.

This handbook contains a general profile and a statement of our management principles that guide the Company. It also provides key information on working conditions and a few rules of conduct designed to ensure efficiency and harmony.

**FSG** is committed to offering excellent working conditions to its employees and continually strives to improve them while maintaining the highest level of fairness in an increasingly competitive environment. You will understand that we reserve the right to modify or add specific rules or policies as needed, in which case you will be informed.

The handbook may not answer all your questions. If this is the case, please do not hesitate to contact your immediate supervisor. They will be happy to supplement the information in this handbook and provide further clarification.

I wish you a rewarding and exciting work experience in our ever-evolving Company.

**Patrick Aubé**

*President and Chief Executive Officer*



**Note :** *In this text, the use of the masculine gender to refer to people is intended solely to simplify the text and to identify individuals of both sexes without discrimination. The singular includes the plural and vice versa.*



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# 1. SECURITY OF INFORMATION

**FSG** is committed to taking appropriate measures to protect and preserve its employees' health, safety, welfare and information and, where applicable, its customers, suppliers, and other stakeholders.

Each employee must take all necessary precautions to prevent and report any potentially dangerous situation.

## 1.1. PERSONAL INFORMATION

Personal information collected by **FSG** regarding its employees is kept confidential. It is governed by the Act respecting the protection of personal information in the private sector. This information may not be disclosed to a third party without the employee's written authorization, except in situations where the law permits.

You must inform your immediate supervisor of any change in your personal information (telephone numbers, mailing address, marital status, names of dependents or emergency contacts, degree obtained, etc.) as soon as it becomes known. The information will then be transferred to the Human Resources Department, updating your file.



## 2. EMPLOYMENT

### 2.1. EMPLOYMENT STATUS

There are two employment statuses within **FSG**, either regular or temporary. Each of these statuses may be full-time or part-time.

#### REGULAR STATUS

Regular employment has no definite end date. It is given upon successful completion of the probationary period. Regular status does not guarantee continued employment. The latter is determined primarily by the employee's performance in the execution of their work, the achievement of the objectives given to the employee, the operational needs, and by the financial health of the Company.

#### TEMPORARY STATUS

Temporary status has a specified duration that is defined in time (start date and end date). A temporary status can be created to replace a temporarily absent employee, fill a work surplus or any other punctual need.

### 2.2. PROBATIONARY PERIOD AND TRIAL PERIOD

The probation period represents the first three (3) months of service of the employee within the Company. This probationary period allows the employee to demonstrate their skills and learn their new duties. It also allows the Company to evaluate the employee's skills and competencies, to assess the extent to which the employee will be able to integrate into the team and thus contribute to the Company's success. Also, it may sometimes be necessary to extend the probationary period, in which case the employee will be informed.

### 2.3. TERMINATION OF EMPLOYMENT

A break in the employment relationship occurs as a result of a decision by the Company (layoff, termination or dismissal) or as a result of a decision by the employee (resignation or retirement). The immediate supervisor manages all cases of termination of employment.

Employees who have in their possession any material belonging to the Company (car, credit card, computer, cell phone, etc.) are required to return it before their departure. If an employee has misused or failed to return equipment provided to them, **FSG** reserves the right to deduct the value of the unreturned property from the employee's final pay.





## 3. WORKING CONDITIONS

### 3.1. ATTENDANCE AND PUNCTUALITY

FSG expects all its employees to provide regular and diligent work performance. Any absence or lateness directly impacts the work team and the smooth running of operations.

The employee must report any absence or tardiness to the immediate supervisor. Any justification of absence from someone other than the employee, by text message or email, will not be recognized as adequate (except for an emergency). If requested by the immediate supervisor, the absent employee must provide valid documentation establishing the reason for the absence.

### 3.2. SOCIAL BENEFITS

See appendix.

## 4. PAYROLL

### 4.1. PAYMENT OF WAGES

On Thursday, the salary is paid every two weeks and deposited directly into your bank account. The workweek runs from Sunday to Saturday. The employee's responsibility is to provide the Company with a specimen cheque to have their pay deposited into the bank account of their choice. Payroll deductions are made according to the tax deductions allowed. If you have any questions regarding your pay, please refer to your immediate supervisor. Your supervisor will ensure that the necessary follow-ups are made.

### 4.2. ACCUMULATED TIME

Any work performed beyond your standard workweek must be authorized and approved in advance by your immediate supervisor. In general, salaried employees and management personnel are not eligible for overtime.

### 4.3. STIPEND AND MISCELLANEOUS EXPENSES

See appendix.



# 5. LEAVE AND VACATIONS

## 5.1. STATUTORY VACATIONS

FSG offers its employees 8 paid vacations.

- New Year's Day
- Easter Monday or Good Friday
- Victoria Day/National Patriots Day
- St-John the Baptist Day
- Confederation
- Labour Day
- Thanksgiving Day
- December 25th - Christmas

## 5.2. ANNUAL VACATION

The percentage of annual vacation pay (compensation) and the length of time (in days) to which an employee is entitled to are determined by the employee's duration of continuous service as of December 31. Annual vacation pay is accrued each year based on the employee's salary earned during the consecutive 12-month period from January 1 to December 31 for the following year. This period is referred to as the reference year.

Vacation entitlement for a base year must be taken before the end of the base year, which is December 31. To request a vacation, employees must use the vacation request form and submit it duly completed to their immediate supervisor (see appendix). This form is available from your immediate supervisor. Once your vacation request is authorized, it will be entered into the Company's vacation schedule.

An employee who is unable to take his or her vacation at the scheduled time due to illness or accident that occurs before the start of the vacation period may postpone his or her vacation to a date agreed upon with his or her supervisor while respecting the reference period. Suppose an employee is ill during an authorized vacation. In that case, they will not be entitled to reschedule their vacation unless there are exceptional circumstances.

When an employee benefits from a maternity or paternity leave overlapping two reference years, they continue to accumulate vacation days in accordance with the applicable regulations.



### 5.3. SICK LEAVE

The Company shall make regular full-time employees who have completed their probationary period a bank of sick leave hours. Sick leave hours are payable to the absent employee due to illness or a dependent. Sick leave bank hours may be taken in half-day and full-day increments. To retain the full sick bank, the employee must have worked more than 75% of the time in the month.

### 5.4. SOCIAL LEAVE

The following leaves of absence are authorized and, in some cases, paid. For blended families, it is the status of the family at the time of the event that is considered. We apply the Tax Act definition of spouse, i.e., living together for more than one year or having a child together.

<b>DEATH</b>	<b>AUTHORIZED ABSENCES</b>
Death of spouse, child or spouse's child.	Five (5) days without loss of pay between the event and two (2) weeks after the funeral ceremony.
Death of a father, mother, brother or sister.	Three (3) days without loss of pay between the event and the funeral ceremony.
Death of a son-in-law, daughter-in-law, grandparent, grandchild, father, mother, brother or sister of the spouse.	One (1) day without loss of pay between the event and the funeral ceremony.





## **WEDDING**

Wedding of the employee.

## **AUTHORIZED ABSENCES**

One (1) day with pay is taken on the same day, the day before or the day after the ceremony.

Wedding of the employee's child, mother, father, brother, sister or stepchild.

One (1) day without pay  
Requiring for leave must be submitted to the immediate supervisor at least one week in advance.

## **OTHER ABSENCES**

Juror.

## **AUTHORIZED ABSENCES**

FSG shall pay the employee the difference between his regular salary and the amount received from the Court for the duration of the case in which he is called to perform his civic duty.

Witness.

One (1) day's pay if his testimony is required in a case where he is not directly involved. Suppose an amount is paid to the employee for his testimony. In that case, only the difference between the salary normally received and the amount paid will be compensated by FSG.



### **5.5. MATERNITY, PARENTAL AND PATERNITY LEAVE**

The applicable plan for Quebec residents is the Quebec Parental Insurance Plan (QPIP).. The plan provides for an eighteen (18) week maternity leave, a thirty-two (32) week parental leave and a five (5) week paternity leave. For more details, please refer to the Plan's website: <http://www.rqap.gouv.qc.ca/>

In all cases, the employee must provide the Human Resources Department, at least four (4) weeks before his departure, with information on the date of his leave and the expected date of his return to work on a form provided for this purpose. During parental leave, the employee shall not accrue vacation pay.

## 5.6. UNPAID LEAVE OF ABSENCE

An employee who wishes to take a leave of absence without pay must submit a written request to the management. Each request is evaluated on an individual basis. Certain factors are considered when assessing the request, including the reason for the request, the duration of the leave requested, the employee's status at the time of the request, the length of service with the Company, and, of course, the proper functioning operations.

# 6. DISCIPLINARY ACTIONS

**FSG**, through its managers, is responsible for ensuring that the laws and regulations governing the workplace are applied and respected within its organization and for maintaining a healthy and safe work environment and climate.

## 6.1. INAPPROPRIATE ATTITUDES OR BEHAVIOUR

Sanctions will be imposed on a graduated basis on employees who exhibit inappropriate attitudes or behaviours in the workplace. Depending on the circumstances and the seriousness of the misconduct, **FSG** reserves the right to determine the sequence of applicable disciplinary measures and may, in some cases, impose immediate dismissal if warranted.

Managers will act consistently and impartially in disciplining an employee. Inappropriate attitudes or behaviors will be documented by the facts of the employee and the manager. When disciplinary action is taken, the employee will be met and informed of the expectations so that the employee can correct his/her behaviour or attitude.



## 6.2. THEFT AND MISUSE

Any misuse or misappropriation of Company property, whether equipment, tools, supplies, money or otherwise, may result in disciplinary action. In the event of a violation, management may impose appropriate disciplinary measures, including withholding of money owed, up to and including termination of employment and legal action. The employee who commits the theft is subject to investigation. Any employee who fails to cooperate may be subject to disciplinary action.

## 6.3. CONFLICT RESOLUTION

Open communication with your co-workers and supervisor helps identify and resolve misunderstandings that may arise. We encourage you to resolve the situation as quickly as possible by talking with the person involved when a conflict arises.

If your behaviour and attitude are detrimental to your work performance, your supervisor may use the Disciplinary Action Code. This process is usually initiated after an initial approach without the desired results. The gradation of measures evolves as follows:

- Verbal warning.
- Written warning.
- Leave of absence without pay for a specified period (if applicable).
- Dismissal.

In the case of inappropriate and unacceptable behaviour, the management may terminate a staff member without taking the above steps.



# 7. USE AND PROTECTION OF MATERIAL RESOURCES

## 7.1. SAFEGUARDING PHYSICAL ASSETS AND PROPERTY

The responsibility for safeguarding equipment, supplies and other physical assets, as well as intangible assets such as communication networks, information systems and intellectual property from loss, theft, damage, misuse, unauthorized use and destruction, rests with all employees. Each employee is responsible for safeguarding **FSG**'s assets and for the proper and reliable use of those assets and resources. Employees' fraudulent or dishonest actions concerning the Company's tangible and intangible assets are strictly prohibited.

## 7.2. WORK EQUIPMENT

**FSG** generally provides its employees with the equipment, software and supplies necessary to perform their work. These may vary from job to job and must be used exclusively for the needs of the Company. Each employee is responsible for the equipment, software or supplies loaned to them. In the event of breakage or theft, the employee must inform their immediate superior.

## 7.3. TECHNOLOGY AND INTERNET PRACTICES

Each employee is responsible for using the Company's information system and computer system, including email and the Internet, in accordance with company policy. At all times, **FSG** reserves the right to monitor equipment, systems and network activities, including but not limited to email, voicemail, Internet usage and any stored information, in appropriate circumstances and under applicable laws.

## 7.4. USE OF THE INTERNET

Personal use of the Internet during work hours must be reasonable, i.e., it must not interfere with or reduce an employee's ability to perform their job duties, diminish their productivity or effectiveness on the job, or have a negative impact on **FSG**. Employees are responsible for any actions taken while using the Internet or email and they are held accountable.



## 7.5. COMPUTER EQUIPMENT

Computers accessed by employees for work purposes and the Company's email system are the property of **FSG**. They have been provided for use in the conduct of the Company's business. All communications and information transmitted, received, created or stored on its computer system or cell phones (whether by word processing programs, email, the Internet or otherwise) are the property of the Company.

## 7.6. SOFTWARE

Employees are prohibited from making copies of software purchased and owned by **FSG** in violation of copyright or trademark laws or from using software not owned or licensed by **FSG**. You are also prohibited from installing applications and/or utilities on the Company's computer system or cell phones (including those downloaded from the Internet) that have not been expressly authorized for use by the Company.







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