Policies and Regulations

PO-001

Human Resources management policy

February 2019

Preamble

This policy aims to provide a framework for all human resources management within Sirius First Aid in remote areas. All employees (medical staff, instructor, administrative employee or manager) are subject to these management rules. This human resources management policy particularly combines the following details:

- Foundations
- Conflicts of interest
- Recruitment and Staffing
- Welcome and integration of new staff
- Staff appraisal
- Professional development
- Equality
- Recognition of staff
- Employees expenses
- Disciplinary measures and end of work
- Work regime
- Payment
- Conflict Resolution

Foundations

SIRIUSMEDx recognizes that the continuation of its mission is primarily based on the members of its staff. The quality of the accomplished work is based on the efforts of the people who work with it dynamically and with commitment, each according to his role and his skills.

The organization wants, through this policy, to convey the values and principles that characterize the management of human resources and to inform all employees and the community. In addition to that, this policy will support and guide the actions of the various collaborators while ensuring consistency in management.

Especially, concerning human resources, SIRIUSMEDx wishes to:
- Promote the involvement of people and coordinate the efforts of all employees to achieve the missions of the company.

- Develop a work climate that is motivating, conducive and favorable to the professional development of each person.

- Foster the development of the company through the professional and personal development of the individuals belonging to it.

- Maintain harmonious relationships between different employees and develop an approach based on listening, sharing, fairness, transparency and collaboration.

- I would add here an element for a policy promoting family-work reconciliation

The following values reflect SIRIUSMEDx expectations and vision of managers and employees:

- Excellence
- Skills
- Engagement
- Dynamism and creativity
- Respect
- Integrity

Each manager of the company is accountable for the management of human resources in his department and he has the authority to fulfill this mandate properly and in accordance with the values, laws, regulations and policies. The company's management, in particular through its human resources

manager, leads the process of developing and updating various policies and regulations and has the expertise to advise and support managers in the management of their human resources department. The management team's approach is based on discussion, participation and enlightened decision-making.

Satisfaction and motivation at work result mainly from individual components. The role of the manager is to create and maintain favorable conditions that promote action and eliminate, as much as possible, the tensions caused by job dissatisfaction.

Conflicts of interest

It is expected that staff members will do their best to support Sirius first aid activities in remote areas. The organization recognizes that employees have the right to pursue non-work-related activities that are private in nature and unrelated to the work of the company. However, the members of staff can not engage in non-work-related activities which affect their principal job with Sirius First Aid in remote areas or could in any way create a conflict of interest (real or perceived) with their work within the company. Employees who have other work outside the company and believe that this work may affect their work for the company should disclose this possible conflict to their immediate superior. The senior management of the company will assess the potential conflict of interest and will discuss with the employee what action to take, if the need arises.

Recruitment and Staffing

The company manages recruitment and the staffing process in a fair and non-discriminatory manner. The staffing process ensures the selection of employees according to various criteria such as:

- Personality (qualities, aptitudes, attitude …)
- Academic Background
- Work experience
- Availability

Concerning the work to be done, the company may require a medical assessment, screening tests, theoretical or practical examination in addition to conventional hiring interviews.

The company may also hire full-time, part-time or self-employed workers. In order to help determine the difference between an employee and a worker, here are some criteria (non-exhaustive):

Employer-Employee Relationship

- A long-term contract or hiring the same individual to work on consecutive contracts
- The individual does the same work as the organization's employees or a similar one
- The person derives all his work income (or the majority) from this organization only
- The individual works regular hours in the employer's premises
- The person uses an equipment that belongs to the organization
- The person introduces himself as a member of the organization

Freelancer

- The self-employed worker has several clients
- The self-employed person determines his own work hours
- The self-employed person acts on his own authority and presents himself as a separate entity from the organization (even when attending meetings)
- The self-employed person has a business that generates profit or loss based on its performance

Welcome and integration of new staff

The company is committed to welcoming and integrating the new staff member into the organization, in particular by:

- Sensitizing the new staff member to the organization's expectations and informing him of the resources available to him

- Raising the awareness of all those working for the company of the importance of welcoming and integrating new employees and ensuring their collaboration

- Informing and supporting managers to enable them to properly exercise this responsibility inherent in their role.

Staff appraisal

The company commits to evaluate the work and contribution of each employee objectively in order to improve the work done continuously. Evaluations and follow-ups must be carried out at regular intervals to ensure better staff development. The employee must commit himself to work on the evolution of his work and seek the improvement of the execution of his functions constantly.

Employees Development

The company is eager to prove its leadership, to encourage and to support staff while trying to improve and maintain their skills. At both the medical and training levels, the company is committed to providing adequate training and updates to maintain the highest standard of compliance and quality of work.

Equality

The company, having no legal obligation to meet the criteria of access to equality, still wants to make sure that all staff is treated equally from the staffing process, through management of the employee's file to the end of the employment relationship. The company and its managers are committed to treating all employees without any discrimination and in an equal manner. The following are not related to discrimination: experience, seniority, academic training, accessibility, availability and job performance.

Recognition of staff

The company is committed to recognizing the work of the employees as well as the good achievements made in the context of work or personal life. Managers must be open and reinforce the well done work at all times. Recognition can take different forms, such as:

- Partial recognition (individual or of a group)
- Pecuniary recognition or not
- Global recognition

Employees expenses

The company agrees to reimburse the reasonable expenses of employees after presenting a receipt or a proof. These repayments must at all times be submitted to a manager's approval. The entire process for the reimbursement of expenses is planned by regulations respecting the reimbursement of expenses.

Disciplinary action and end of work:

The company believes in the continuous improvement of each staff member and focuses on quality management and personal / professional development rather than coercive management. However, in some cases it may be that a disciplinary measure is relevant to correct a behavior and cause an employee to comply with the expected behavior. The disciplinary measures applied by the managers must take into account the seriousness as well as a principle of progression:

- Verbal Warning
- Written warning
- Suspension without Pay.
- Dismissal

In all cases, the measures will be applied in a principle of correction of a behavior and based on objectivity, constancy and communication.

Regime and working conditions

The working regime and the working conditions of the different job categories are provided in the Appendix on working conditions.

Pay

The senior management is committed to evaluating and revising salary scales and overall compensation practice on an annual basis. Salary scales are available as an appendix to the Policy and Regulations Compendium. Payments are made bi-monthly on a Thursday.

Conflict Resolution

Any organization can experience conflicts when it is run, a conflict can be healthy if it is properly managed and leads to progress. However, some conflicts have a negative impact on the work climate and the overall atmosphere, leading to lower productivity, discontent and several other negative factors. The law requires any organization to establish a harassment-free workplace. Here's how the company plans to resolve the various conflicts within its work team:

- Informal process (discussion between employees to solve the problem)
- Taking the matter to the immediate superior (discuss the problem with the superior)
- Mediation (resort to an external mediator to resolve the conflict)

The company is asking all employees to participate in the creation of a healthy and pleasant work environment. It is important to denounce any situation of conflict, intimidation or harassment.