



**Powered by
GOXPO, CRÉATEUR D'ÉVÉNEMENTS**

LOCATION REGULATIONS FOR EXHIBITORS

GoXpo, Créateur d'événements, is a non-profit organization that oversees all events of the Société d'Agriculture de Saint-Hyacinthe. In this document, GoXpo, Créateur d'événements, and Le Salon de l'agriculture de Saint-Hyacinthe are referred to as 'the Salon'.

1. SPACE RENTAL FORM

Any request for the rental of an exhibition space must be made using the web form provided by the Salon, which must be duly filled out and submitted by an authorized person within the specified timeframe. The Salon reserves the absolute right to refuse any rental request if it deems that the products or services presented are not compatible with the nature and general objectives of the exhibition.

2. SPACE ALLOCATION AND ACCEPTANCE

Booths are allocated on a first-come, first-served basis and through a seniority system based on an exhibitor's longstanding association with the Salon. If you were an exhibitor at the last edition of the event (2023), you have until **Friday, October 13, 2023**, to exercise your right of first refusal. If you have not submitted your form by this date, the Salon reserves the right to rent the space to another waiting exhibitor, even if you have occupied the space for several years.

The Salon reserves the right to accept or reject a request and to allocate booths at its discretion. The organizer may modify the site plan or relocate a booth at its sole discretion and at any time. It is the exhibitor's responsibility to validate the site plan sent to consolidate their positioning. However, it is understood that if the exhibitor does not refuse such a change

or relocation within 72 hours after the notice is sent, it will be deemed to have accepted it, and payment for that space will be due without further recourse for the exhibitor. No exhibition space will be considered confirmed without the mandatory reservation form being duly signed and full payment made before the specified date, and its acceptance by the Salon. The Salon has no obligation to communicate the confirmed list of exhibitors to other participants.

3. PAYMENT SETTLEMENT AND EARLY BIRD RATE

Exhibitors must adhere to the payment terms outlined in the contract they have signed. **Exhibitors will only be allowed on the exhibition site if they have already settled the amounts owed to the Salon.**

Your presence at the 38th edition of the Salon de l'agriculture grants you the right of first refusal for your space at the 39th edition in 2025. In addition to this right, you can enjoy the early bird rate if you confirm your participation for the 39th edition in 2025 by January 18, 2024. You will then have until February 18, 2024, to forgo the early bird rate while still retaining your right of first refusal for the 2025 edition.

4. SHIPPING, RECEIVING, HANDLING AND EXIT

All shipped materials must comply with the regulations of the Saint-Hyacinthe City Fire Department. The shipping, receiving of exhibition materials, and packaging are the responsibility of the exhibitor, the company handling the exhibition materials, and the carrier. No delivery will be accepted without a representative from the exhibiting company present on-site. If the material requires handling by the Salon's team, it cannot be done without a representative from the company being present. Furthermore, **no large machinery or equipment can leave the exhibition site between Tuesday, January 16, and Thursday, January 18, 2024, at 5 p.m.** Exhibitors must consider that equipment positioned on the site will remain in place until the end of the event. The Salon cannot be held responsible or liable in any way for any damage to the handled equipment. Please note that **starting from 12 p.m. on Friday, January 19, 2024,** the Salon has the right to dispose of equipment and materials left on-site. Any expenses incurred for the transport and handling of equipment left on-site after this date will be the sole responsibility of the defaulting exhibitor.

5. CANCELLATION BY GOXPO, CRÉATEUR D'ÉVÉNEMENTS

GoXpo, Créateur d'événements, reserves the right, at its sole discretion, to change the date, venue, and duration of the Salon de l'agriculture or to cancel it in part or in full; the exhibitor will not be entitled to any damages, and, therefore, waives any recourse for any reason whatsoever.

6. CANCELLATION DUE TO FORCE MAJEURE

If the Salon de l'agriculture was to be canceled in whole or in part, whether initiated by the Salon or due to an external situation, such as a force majeure event, the Salon will notify the exhibitor as soon as possible. The exhibitor will not be entitled to any damages in such circumstances.

7. EXHIBITOR'S INSURANCE

Each exhibitor must have a liability insurance policy with a minimum coverage of \$2,000,000 that covers the setup, dismantling, and the duration of the Salon de l'agriculture. A valid document must be sent to comptabilite@goxpo.ca via email before the event, as stipulated in the 'Exhibitor Manual.' The Salon will not be responsible for injuries to individuals, losses, or damages to products, booths, tools, or damage by fire, accidents, theft, or other causes occurring during your stay at the event site. The exhibitor is also responsible for their products and equipment from the setup of their booth until their departure from the site, through their property insurance.

8. SECURITY SERVICE

A security service is provided by the Salon 24 hours a day **from Thursday, January 11, to Friday, January 19, 2024, at 12 p.m.**, as further described in the 'Exhibitor Manual.' Reasonable precautions are taken to ensure property protection. However, the Salon cannot guarantee the safety of individuals or the protection of property. Neither the venue owner, the Salon, nor the contractors responsible for providing the service can be held liable for the loss or damage of stored items, in transit upon arrival or departure, at the Salon de l'agriculture venue.

9. CANCELLATION BY THE EXHIBITOR

This clause becomes valid as soon as an exhibitor's rental form is submitted. A full refund is provided if a written cancellation notice is received 90 days before the event's opening. A 50% fee of the total contract cost is applicable for cancellations made between 60 and 90 days before the event. There will be no refund for cancellations received less than 60 days before the event. The Salon reserves the right to reclaim any abandoned or vacant space during the event. No compensation will be granted, and the Salon may reassign the space for exhibition purposes or other uses at its sole discretion. Administrative fees are exempt from this clause and are non-refundable at all times.

10. SUBLETTING OF SPACES

It is now possible to sublet your booth to a third-party company. To be fair to all exhibitors, an additional fixed amount of \$400 will be charged on top of your initial space rental fee. To share a booth, you must obtain prior written approval from the Salon, which will be at its sole discretion.

11. DISPLAY QUALITY

The Salon reserves the absolute right to refuse the exhibitor the sale or promotion of any product, object, or item:

- a) Not compliant or detrimental to the smooth operation and reputation of the event;
- b) Not compliant with applicable laws;
- c) Not compliant with the Salon's general rules or guidelines.

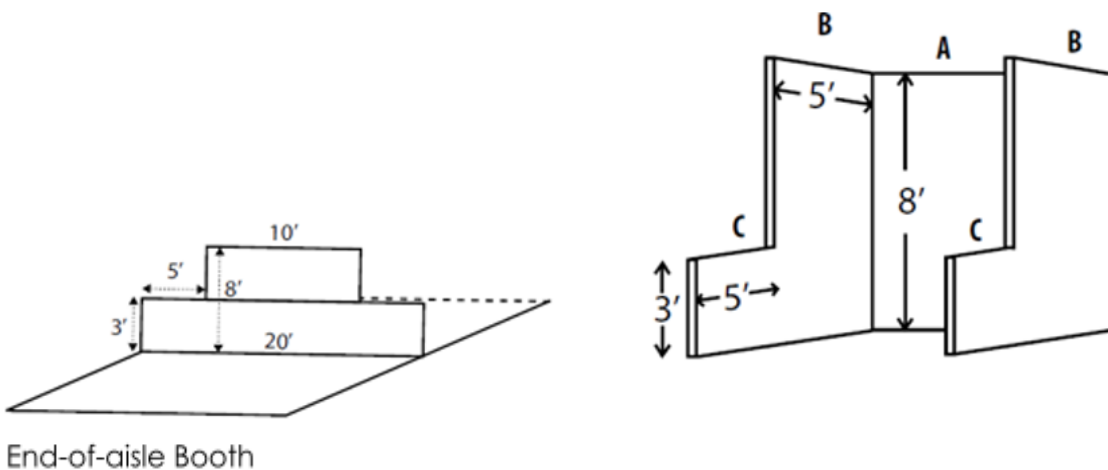
Used machinery will be accepted if it can pass as new in terms of its aesthetic condition. The equipment must be in excellent working condition. The Salon reserves the right, at its sole discretion, not to accept used machinery at any time.

12. BOOTH REGULATIONS

- a) The first 5 feet of the side walls must not exceed a height of 3 feet.

Dimensions (see diagram)

- A. Back wall: width 10', height 8'
- B. Side wall (back): width 5', height 8'
- C. Side wall (front): width 5', height 3'



Display on the shared wall (above 8 ft) is allowed only on the inside of your booth and only under the condition that the visible side to your neighbor is clean and aesthetically pleasing, without any logos or identifications.

- b) **It is now mandatory to have the back of your booth equipped with a wall** (masking curtains or a rigid structure of 8 feet in height). The costs associated with the installation of this wall are the sole responsibility of the exhibitor. It is possible to place an order for it through the supplier authorized by the Salon.

- c) Signs, banners, and animations must be contained within the booth's perimeter. No hanging on rails or walls will be accepted. No equipment or animation should exceed the

booth boundaries or disturb neighboring booths. Noisy activities, music, flashing lights, or any other action that, in the Salon's discretionary opinion, may cause inconvenience or threaten the health or safety of others, will not be tolerated in the exhibition halls. Aisles must remain clear for visitor traffic.

d) No banners or items can be fixed to the building structure. The use of pins, nails, screws, bolts, tape, or any other tools or materials that may leave marks on the walls or floors is prohibited.

For exhibitors with heavy machinery, we request placing a piece of carpet under the vehicle's wheels and removing snow or mud before entering the exhibition site. Polyethylene or equivalent material must cover the floor under vehicles or any motorized equipment using lubricants.

It is now **MANDATORY** to use double-sided sticky tape for carpets, **specifically 'Echo Tape.'** This tape is available at the exhibitor services desk (entrance of the BMO Centre) at a cost of \$25/roll. In case our teams need to clean the rented space and perform degumming, these expenses will be borne by the exhibitor.

e) The exhibitor undertakes to respect the maximum ceiling height available in our various pavilions when designing their booth. Additionally, the exhibitor must plan the entry of their equipment into the pavilions based on the dimensions of the available garage doors. The following heights apply:

Centre BMO

- Pavilion ceiling height: 35'
- Garage door dimensions: W 25.1' x H 15.1'

Pavillon Jefe

- Pavilion ceiling height: 20'
- Garage door dimensions: W 21.73' x H 16'

Pavillon Soleno

- Pavilion ceiling height: 20'
- Garage door dimensions: W 16.7' x H 13,9'

Pavillon La Coop

- Pavilion ceiling height: 35'
- Garage door dimensions: W 25,1' x H 13,1'

f) The exhibitor must keep their booth open and adequately staffed during exhibition hours. Someone must be present at least 15 minutes before the doors open, and presence at the

booth is mandatory until the event closes to visitors. For the respect of the attendees, it is strictly forbidden to close or dismantle the booth before the exhibition concludes on **Thursday, January 18, 2024, at 4 p.m.**, unless otherwise decided by the Salon.

g) The use of robots or any other remote-controlled devices must be limited to the exhibitor's space only. Please note that the use of drones is strictly prohibited inside the buildings.

h) The exhibitor will be held responsible for any damage caused by their representatives, employees, or guests. All appropriate precautions must be taken; otherwise, repairs and cleaning will be undertaken at the exhibitor's expense. Any structural changes and significant modifications that may not comply with the booth regulations must be submitted for prior approval by the Salon as soon as the booking request is accepted. The Salon reserves the discretionary right to prohibit, exclude, or remove, in whole or in part, any booth that it deems unsuitable or inappropriate for the event or that does not comply with the event's character, standards, or objectives. In the event of such removal, expulsion, or exclusion, the Salon cannot be held responsible for any damage suffered by the exhibitor. Furthermore, this right may extend without restriction to equipment, materials, displays, installations, and any other items comprising the booth or any items used for distribution at this exhibition.

l) If an exhibitor wishes to offer beverages and/or food to visitors, they must obtain prior authorization from the Salon and must work with the caterer designated by the organizer (this also applies to popcorn). The exhibitor can offer products in sample sizes (containers of maximum 2 oz) excluding alcoholic beverages without needing authorization, but must ensure the cleanliness of the area. Please note that distributing food samples containing allergens such as peanuts or nuts is strictly prohibited. As we have a permit from the RACJ, our organization is responsible for regulating alcohol on the site.

j) During the day, maintenance of the public aisles will be conducted. Every evening, a complete cleaning of the aisles will be carried out by a professional cleaning company. **Cleaning inside the booth is the responsibility of the exhibitor.** Sweeper service will be available optionally through an official supplier (a completed order form is required). Exhibitors must dispose of their waste in the bins every evening at closing time.

k) Each booth must be returned in the same condition it was provided by the Salon before its arrival, meaning it must be free of waste and other materials during dismantling. In the event that Salon's staff have to exert additional efforts to clean your rental space, a fee of \$150/hour will be charged to cover these operations.

l) All damages to the rented property are the responsibility of the exhibiting tenant. Therefore, repair or replacement costs will be borne by the exhibitor in case of damage.

11. CNESST REGULATIONS

a) According to CNESST regulations, any worker operating at a height greater than 3 meters must be effectively protected against falls. The employer is obligated to ensure that the worker performs their tasks while being protected against falls (e.g., verifying if the worker wears their safety harness, if they use the provided equipment, etc.). When a CNESST inspector observes a dangerous situation, such as a worker at risk of falling, they are required to intervene. For more details, you are encouraged to refer to CNESST's rule on falls greater than 3 meters:

<https://www.cnesst.gouv.qc.ca/en/prevention-securite/identifier-corriger-risques/liste-informations-prevention/falls-more-3-m>).

b) Exhibitors are responsible for adhering to CNESST regulations and taking all necessary precautions to ensure the safety of the Salon's visitors, their own operators, and exhibition staff. Consequently, all transmission systems, whether belt-driven, chain-driven, or otherwise, must be covered; all cutting equipment must be equipped with safety guards or other safety devices. (<https://www.cnesst.gouv.qc.ca/sites/default/files/publications/tolerance-zero-contact-avec-piece-en-mouvement.pdf>).

The Salon is committed to complying with the current laws and regulations regarding labor standards and occupational health and safety in Quebec. It insists that its exhibitors adhere to these laws for all aspects of setup, dismantling, and the event. You can consult the event management for details or explanations about the requirements. Non-compliance with these laws may result in the expulsion of offending exhibitors from the event site. Exhibitors are 100% responsible for ensuring compliance with these laws for their work teams.

12. FIRE SERVICES REGULATIONS

a) All drapes, table coverings, display materials, and decorative papers used must be fire-resistant and are subject to inspection by the Saint-Hyacinthe Fire Service. No flammable materials or liquids can be used or displayed in the booths.

b) Fog, smoke, and steam machines are prohibited.

c) All equipment and vehicles demonstrated on-site must contain the minimum amount of gasoline or diesel possible in their tanks.

d) No equipment or vehicle on display containing propane will be tolerated on-site. This regulation also covers the use of cooking appliances such as barbecues, warming tables, burners, etc., unless prior authorization has been obtained.

e) The batteries of electric equipment or vehicles exhibited on-site must be disconnected for the duration of the event.

f) No booth or equipment should obscure alarm triggers, electrical rooms, signage panels, or emergency exits.

In the event that the Saint-Hyacinthe Fire Service determines, at its sole discretion, that any material does not comply with applicable standards, the exhibitor agrees to promptly remove it.

13. SALE OF GOODS AND SERVICES AT THE EVENT

Exhibitors are encouraged to sell their goods and services during the event. Small items sold can be taken off-site by the buyer at any time. However, the management requests that large items (for example, agricultural equipment) remain on-site until the event closes on Thursday.

14. SOLICITATION, ADVERTISING MATERIAL, AND CONTESTS

a) The aisles cannot be used for exhibition purposes or commercial solicitation. Distribution of samples, souvenirs, advertising material, products, and other similar items is allowed as long as it does not obstruct neighboring exhibitors and is conducted respectfully within the exhibitor's booth boundaries.

b) It is strictly prohibited to install signage or distribute advertising material on the windshields of vehicles in the parking lot and around the exhibition site, or any other advertising material by exhibitors or any independent individuals or organizations without the Salon's authorization, under penalty of sanctions, including possible expulsion.

c) Sales, promotions, contests, and competitions organized by exhibitors as part of their exhibition must be free from any obligation for the winner. Winners must not be required to place an order before receiving the offered prize. The prize schedule and contest conditions must be clearly stated on the registration form. All contests must be approved by the Salon management at least three weeks before the exhibition. It is the exhibitor's responsibility to ensure that contests comply with all applicable government regulations*. Only participating exhibitors have the exclusive right to promote or sell goods and services at the Salon. Any other parties attempting to solicit sales without written authorization from the event management will be permanently removed from the exhibition site. Exhibitors are encouraged to report any violations to the promoter's office so that corrective action can be taken immediately.

** Any contest with a total prize value exceeding \$100 must be declared and overseen by the Régie des alcools, des courses et des jeux (Regulatory agency for alcohol, racing, and gaming).*

15. LIMITATION OF LIABILITY

For the purposes of this article, the term "loss" shall mean any claim and any damage, loss, liability (past, present, potential, or otherwise), deficiency, disadvantage, expense, cost, and disbursement, absolute or contingent, including but not limited to any interest, penalty, or fine, as well as all reasonable legal, accounting, or other expert advisors' fees and disbursements, and all legal costs.

a) The Salon shall not assume any responsibility for registration forms received after the deadline, lost, misdirected, falsified, modified, or destroyed, and such forms will be deemed void.

b) The Salon will not be liable for any problems, failures, technical malfunction of any telephone network or lines, computer online systems, servers, providers, computer equipment, software, email, browsers, platforms, or technical malfunctions that may occur, including but not limited to transmission or non-transmission of a registration form, regardless of the cause.

c) The Salon is not responsible for inaccurate or incorrect information, whether caused by the exhibitor, the equipment and/or programs associated with or used by the Salon, or by technical or human error that may occur during the event, including the processing of registration forms.

d) Regarding the event proceedings, the Salon is not responsible and will not assume any liability for injuries, damages, or losses that may occur to property or persons as part of the event. Without limiting the generality of the foregoing, the Salon will not assume any liability:

- Regarding the delivery time, transfer, installation, maintenance, or removal of booths, equipment, or products exhibited;
- For the goods and services acquired by the exhibitor from authorized suppliers;
- For any breakage, damage, or theft of the exhibitor's property, equipment, or goods during their exhibition or storage, subject to its obligation of diligence in surveillance, regardless of the cause.

e) Also, without limiting the generality of any other provision herein, the exhibitor undertakes at its own cost and expense to insure against all losses arising from damage to its property or arising from damage to any other property caused by the use or occupation of its exhibition space, and against any injury suffered by anyone, including death, resulting from or arising out of the event, demonstrations held by the exhibitor, or free trials, or otherwise arising from the use or occupation of its exhibition space.

In this regard, the exhibitor: guarantees, undertakes to defend, and hold harmless the Salon, its employees, officers, and directors, representatives, or agents against any claim, action, liability, loss, arising directly or indirectly from any breach or non-compliance with the terms of the contract or any act, deed, or omission of the exhibitor or its representatives, in the context of the event, or any loss or claim based on the use of documents, brochures, photos, or texts provided by the exhibitor.

f) The Salon is released from any claim for damages of any kind that may arise as a result. In the event that, for any reason, the exhibition cannot be held as proposed, or if the Salon fails to fulfill its commitments under this contract, the parties agree that the Salon's liability will be limited to the amounts received from the exhibitor under the contract.

Finally, notwithstanding any contrary provision, in the event that the premises are destroyed by fire or natural elements, or by any other cause, or in the event that any force majeure circumstance, including strikes, prevents the Salon from allowing an exhibitor or exhibitors to occupy the premises or retrieve their equipment, the parties agree that the exhibitor will bear

the rental costs for the allocated space only for the period during which such space has been or could have been occupied by the said exhibitor or exhibitors.

16. COMPLIANCE WITH EXHIBITION RULES AND DIRECTIVES

The Salon reserves the right to take **any action and make any changes deemed necessary to ensure the smooth operation and management of the event**. Failure to comply with any rules adopted by the Salon, any provisions outlined herein, or any other verbal or written directives given from time to time by the Salon may result in sanctions by the Salon, ranging, at the Salon's discretion, from a simple warning to expulsion, leading to the closure of the exhibitor's booth, without refund of any amounts paid by the exhibitor. The determination of the severity of the breach remains entirely at the discretion of the Salon.

For clarification purposes and without limiting the generality of the foregoing, the exhibitor specifically agrees to comply with all directives given by the Salon regarding the restoration of the premises, particularly concerning the conduct of the exhibitor at the end of the event.

17. HARASSMENT POLICY

All exhibitors, visitors, suppliers, and employees on the premises are required to adhere to GoXpo, créateur d'événements harassment policy. The policy is available in Appendix 1 at the end of this document.

18. IMAGE USE

By participating in the event, the exhibitor and its representatives, employees, or agents consent to the use of their image, photograph, or other representations and recordings, through all media and on all platforms, including, but not limited to, specific uses in printed or electronic materials, brochures, corporate documents, promotional tools, magazines, newsletters, websites, social media, and other similar documents, from year to year, in a professional context and without further notice or compensation, and may be required to sign a document to this effect.

19. INTELLECTUAL PROPERTY

By submitting text(s) and/or photograph(s) (hereinafter referred to as the "Elements") to the Salon, if applicable, for publication, as described below, the exhibitor, by transmitting such Elements, represents and warrants to the Exhibition either:

a) that they are the sole and exclusive owner of the intellectual property rights (including copyrights) in the said Elements;

or

b) that they have obtained all necessary consents from the rightful owners of these Elements.

The transmitted Elements will be used by the Salon solely for the purpose of advertising the event. In this regard, the Salon undertakes not to use any of the elements for any purpose other than the usage described above without the express written permission of the exhibitor who submitted them.

24. LOGO USAGE

Anyone wishing to use the Salon's logo may do so by adhering to the logo usage guide available on the exhibitor portal. Any use of the logo outside the basic templates provided to exhibitors requires authorization from the Salon. Please refer to the guide for more details.

19. GENERAL CLAUSES

Any matter covered by these regulations is subject to the decision and control of the Salon, notwithstanding anything in the space rental form. The Salon expressly reserves the right to modify the dates, transfer the event to another venue, alter the floor plan, change the location, and/or reduce the exhibitor's allocated space, if, in the opinion of the Salon, it becomes necessary to do so in order to ensure the smooth running of the event.

APPENDIX 1

POLICY FOR PREVENTION OF PSYCHOLOGICAL OR SEXUAL HARASSMENT AND COMPLAINTS HANDLING

PREAMBLE

In its concern for the well-being and welfare of all its employees, GoXpo has decided to implement a policy for the prevention of psychological or sexual harassment and the handling of complaints. This policy aligns with the Charter of Human Rights and Freedoms, which states that every human being possesses intrinsic rights and freedoms, such as the right to respect, the safeguarding of dignity, honor, and reputation, as well as the protection of physical and psychological integrity. Consequently, any form of harassment, whether sexual or psychological, violates the fundamental rights of the individual.

SCOPE

This policy applies to all employees of the company, including its managers, and also pertains to relationships with external individuals such as clients (visitors and exhibitors) and suppliers (subcontractors), etc.

OBJECTIVES OF THE POLICY

Through the adoption and implementation of this policy, the company aims to:

- a) maintain a learning and working environment free from all forms of harassment and promote respect for the dignity of individuals in educational and working relationships;
- b) contribute to raising awareness, providing information, and offering training to prevent harassment behaviors, ensuring that everyone has the right to be treated fairly without discrimination or harassment;
- c) provide necessary support to individuals who believe they are experiencing any form of harassment by establishing a complaints resolution procedure.

DEFINITIONS

SEXUAL HARASSMENT

Sexual harassment is defined as any unwanted and unilateral behavior of a sexual nature that involves undue pressure on a person, either to obtain sexual favors or to ridicule their sexual characteristics. This behavior compromises the individual's right to fair and reasonable working conditions or their right to dignity.

PSYCHOLOGICAL HARASSMENT

Psychological harassment is defined, according to section 81.18 of the Labor Standards Act, as "vexatious behavior manifested either by verbal comments, actions, or gestures that are repetitive, hostile, or unwanted and that affect the dignity or psychological or physical integrity of the employee and results in a harmful work environment for the employee."

HARASSMENT BASED ON OTHER GROUNDS

Harassment can occur, among other things, through words or gestures, often repeated, that are vexatious or contemptuous towards an individual or a group of people due to one of the reasons listed in Article 10 of the Charter of Human Rights and Freedoms, including: race, color, sex, pregnancy, sexual orientation, civil status, age, religion, political convictions, language, ethnic or national origin, social condition, disability, or the use of a means to compensate for this disability.

For example, the following behaviors could be considered as vexatious conduct constituting harassment if they meet all the criteria outlined in the law.

Behaviors that could be related to psychological harassment include:

- Intimidation, cyberbullying, threats, isolation;
- Offensive or defamatory remarks or gestures towards a person or their work;
- Verbal abuse;
- Disparagement.

Behaviors that could be related to harassment include:

Any form of unwanted sexual attention or advances, such as:

- Persistent solicitation;
- Staring, kissing, or touching;
- Sexist insults, vulgar remarks.
- Sexual remarks, jokes, or images through any means, technological or otherwise.

Note: Regarding any form of harassment, a single severe act that causes harmful effects can also be considered harassment.

PRINCIPLES

GoXpo is committed to not tolerating any form of workplace harassment, whether it occurs between its staff members, between managers and staff, or between staff members and individuals external to the organization. Consequently, the organization is committed to taking measures to raise awareness among all its employees and suppliers/clients about the obligation to show respect towards every individual.

The management adopts an approach of swift and effective resolution of problems and utilizes a complaint resolution procedure to restore a harmonious and healthy work environment. It is, however, committed to taking all necessary deterrent measures to stop harassment and to make any necessary corrections if required.

RESPONSIBILITIES OF CLIENTS AND SUPPLIERS

- Set an example by displaying respectful behavior free from harassment;
- Ensure that the policy is known and respected by their employees;
- Take necessary measures to prevent harassment and put an end to it when such a situation is brought to their attention;
- Support the person who believes they are a victim of harassment by informing them of this policy and the complaint resolution mechanism;

- Inform the management of GoXpo about any incidents;
- Collaborate in establishing the facts and implementing solutions to correct the situation.

COMPLAINT HANDLING MECHANISM

The organization follows the harassment complaint handling mechanism as follows:

Complaint Handling Mechanism - 3 Possible Steps

Informal approach:

Discuss the issue with the person involved OR contact their manager of GoXpo's management.

Formal process with GoXpo:

1. Submitting a written complaint
2. Complaint analysis
3. Recommendations

Formal Process with CNESST:

Filing a written complaint with CNESST within 2 years of the last occurrence of harassment behavior.

REPORTING HARASSMENT OR FILING A COMPLAINT

Any supplier or client of GoXpo must inform the management if they or any of their employees have experienced harassment during an event. GoXpo's management will ensure to take action within seven (7) business days of receiving the complaint. GoXpo reserves the right to engage an external firm to assist in handling the complaint.

FILING AND HANDLING A WRITTEN COMPLAINT

A complaint must be submitted in writing by the employee who claims to be a victim of harassment. Any formal complaint should be made promptly to allow for swift intervention and resolution of the situation. The alleged behaviors and incident details should be described as precisely as possible. The employee is responsible for drafting this complaint and must submit it to the designated person in charge.

This complaint must specify the following:

- Date of the incident or incidents
- Identification of the person or persons targeted by the complaint
- Detailed and comprehensive description of the alleged facts
- Relevant documents if applicable, including a list of individuals who may have witnessed the alleged events
- Remedy or solution sought by the complainant
- Signature of the complainant

The external firm responsible for the investigation examines the complaint and conducts individual meetings with the complainant, the person targeted by the complaint, and any witnesses. The firm has the authority to gather all necessary information for its mandate and

must obtain written statements from the individuals interviewed. It is the responsibility of the firm to determine whether the allegations in the complaint are partially founded, entirely founded, or unfounded. The firm will provide recommendations to the management regarding appropriate disciplinary or administrative measures based on their findings.

The report is submitted to the general manager, who decides on the measures to be imposed and informs the parties involved. The report must be submitted within six (6) weeks from the start of the investigation. A complaint filed in bad faith or with the intention to cause harm may warrant disciplinary action.

CORRECTIVE MEASURES

GoXpo is committed to taking necessary actions to penalize any conduct that violates this policy. It will also ensure that necessary measures are taken to prevent a similar event from recurring.

RESORTING TO CNESST

An employee using the internal complaint procedure outlined in this policy does not waive their rights under the law. An individual who has reasonable grounds to believe they are a victim of discrimination or harassment can, within the prescribed timeframe (which is 2 years), file a complaint with CNESST.

RESPONSIBLE PARTIES FOR HANDLING COMPLAINTS

The general manager is identified as the primary person responsible for reporting complaints of psychological or sexual harassment in the workplace.

COMPLAINT FORM – PSYCHOLOGICAL OR SEXUAL HARASSMENT

(Your name) _____, hereby wish to fill a complaint against
_____ who holds the position of _____
within the company (Company Name) _____ .

Incident(s) :

Date : _____ Time : _____

Location : _____

Is this the first incident? Yes No Frequency : _____

Dates (if applicable) :

Most accurate description of the incident(s) :

If space is insufficient, please provide additional details on an attached sheet.

Based on these incidents, I consider myself a victim of discrimination or harassment.

Signature: _____

Date: _____