



HUMAN RESOURCES POLICY

(Recruitment, hiring, layoffs, dismissal, disciplinary measures, termination, resignation, severance)

This is a translation of the original French document. In case of divergence of interpretation, the French text shall prevail over the other English text.

Goal

The purpose of this policy is to define the parameters of recruitment, layoff and dismissal, disciplinary measures, resignation, and termination of the Québec Golf Federation ("Golf Québec") personnel.

General

When a new position is created or when a vacant position becomes renewed, Golf Québec publishes a job posting.

The job posting is made using different means of distribution, for example, distribution to members, Golf Québec's website and any other means deemed relevant to fill the position.

The notice specifies the title of the position, title of the immediate superior, tasks and responsibilities, requirements and skills required, working conditions, and specifies the date of posting and the application closing date.

Selection process

For the position of Executive Director: The Board of Directors determines the selection process. The Board of Directors may appoint individuals to serve on a selection committee. The Board of Directors may engage the services of a recruitment firm to assist in the process. The committee makes a recommendation to the Board of Directors, which is responsible for hiring the Executive Director.

For all other positions: The Executive Director determines the selection process. He or she may appoint one or two persons with expertise in human resources or any other relevant expertise.

The Executive Director is responsible for hiring the staff members.

Probation period

All employees are subject to a probation period which varies according to the position and during which each party may terminate employment without notice, subject to applicable laws.

This probation period is communicated to the person upon hiring.

Layoff and dismissal

Golf Québec may lay off or dismiss an employee for economic, organizational, technical, or technological reasons.

Disciplinary measures

Golf Québec may impose disciplinary measures on an employee such as verbal notice, written notice, suspension or termination of employment depending on the seriousness or frequency of the misconduct.

Disciplinary measures are placed in the employee's file.

Resignation

An employee may resign and terminate his employment by giving Golf Québec a minimum of two (2) weeks written notice.

A staff member holding a director title must give a minimum of four (4) weeks' written notice.

Notice of termination of employment

Depending on the case, Golf Québec will give the employee, within the time limits provided by law, a notice of termination of employment or pay the indemnity in lieu thereof.

Termination payment

On the pay period following the date of termination of employment, or within any other period agreed upon between the parties, Golf Québec will pay the employee all sums due to him/her on the date of termination of employment such as salary, vacation pay, compensation in lieu of notice or any other amount that may be owed to the employee.