

HUMAN RESOURCE POLICY

(Benefits and fringe benefits)



Purpose

The purpose of this policy is to determine the benefits that are additional compensation to the base salary.

The employer, i.e., the Québec Golf Federation ("Golf Québec"), must offer the minimum benefits provided for by law. Additional benefits are those offered voluntarily by Golf Québec.

Salary

Salary is paid to the employee in twenty-six (26) payments, every two (2) weeks, from which deductions are made. Salaries are paid by bank transfer to an account in the employee's name.

Working Hours

The working week is forty (40) hours per week.

Employees who started work before July 1, 2007, continue to work a thirty-five (35)-hour week.

If the nature of the position is such that the hours worked during the golf season are longer, they may be deferred to the off-season with the approval of the immediate manager. The annual salary takes into account all the hours required to perform the duties of the position. Overtime hours will not be subject to any additional pay.

Public Holidays

In accordance with the labour standards and conditions in force in Québec, the list of the eight (8) applicable statutory holidays is as follows:

- January 1 (New Year's Day).
- Good Friday or Easter Monday, at the employer's discretion.
- Monday preceding May 25 (National Patriots' Day).
- June 24 (special rules apply for St-Jean Baptiste Day).
- July 1 (Canada Day) or, if this date falls on a Sunday, July 2.
- 1st Monday in September (Labour Day).
- 2nd Monday in October (Thanksgiving).
- December 25 (Christmas Day).

An employee who must work on one of these public holidays may postpone it.

Annual Leave

Employees with less than one (1) year's service are entitled to a number of days of paid leave corresponding to 6% of the salary earned as of December 31. Employees entitled to less than ten (10) days of paid leave may complete up to two (2) weeks (fourteen (14) calendar days) at their own expense.

Thereafter, the employee shall accumulate one additional day of paid leave for each year of service calculated as of December 31, up to a maximum of five (5) weeks of paid annual leave (i.e. twenty-five (25) calendar days), which corresponds to 10% of the salary earned.

Sick Days

A maximum of six (6) paid sick days is allowed annually. They are not cumulative or payable if not used.

Group Insurance

The employee's probation period is three (3) months. Once this period is over, Golf Québec offers an individual or family group insurance program. All costs are fully covered by Golf Québec.

This individual group insurance includes:

- Life and accidental death or dismemberment insurance.
- Short and long-term salary insurance.
- Medical care insurance.
- Dental care insurance.
- Eye exams, glasses, contact lenses.

Voluntary Retirement Savings Plan (VRSP)

The employee's probation period is three (3) months. Once this period is over, Golf Québec offers a voluntary retirement savings plan (VRSP).

Employees who wish to contribute to the plan may do so on a voluntary basis. To do so, employees must determine their investor profile with an advisor. In such cases, Golf Québec may match the employee's investment, up to a maximum of 5% of the contribution paid by the employee.

Remote Work

At a minimum, Golf Québec requires one (1) day of collaborative work, at the Maison du Loisir et du Sport, where all staff members will have the opportunity to meet and share ideas.

Otherwise, working remotely is a form of work organization in which the employee performs some or all of his or her duties at a remote work location, in particular by using information technology.

The conditions of eligibility for remote work and the terms and conditions are described in Golf Québec's Remote Work Policy.

Team Activities

To promote team spirit among staff members, Golf Québec organizes two (2) or three (3) team activities per year.

Just like the face-to-face work day at the Maison du Loisir et du Sport, participation in these team activities is mandatory to encourage exchanges between employees and allow them to get to know each other better.

Electronic Equipment Provided (Mobile Phone and Computer)

Golf Québec will provide the employee with a mobile phone or reimburse the employee for the use of his or her personal mobile phone, up to the monthly rate paid in the telecommunications contract with the Regroupement Loisir et Sport du Québec (RLSQ).

The expected use of this mobile phone will allow, among other things, the implementation of a double authentication factor to connect to Golf Québec servers and the download of communications platforms such as Microsoft Outlook and Teams. Employees are expected to make themselves available and to answer messages as quickly as possible, and to do so within normal office hours.

Golf Québec will provide the employee with a laptop to perform his or her duties.

Continuing Education

Golf Québec may reimburse certain expenses incurred by employees who wish to take continuing education courses as part of their duties. A request to this effect must be submitted to the Executive Director for approval.