

BOOTH RENTAL REGULATIONS FOR EXHIBITORS

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The Société d'Agriculture de Saint-Hyacinthe

The Société d'Agriculture de Saint-Hyacinthe is a non-profit organization (NPO) that oversees events such as the Salon de l'agriculture, the Expo Agricole de Saint-Hyacinthe, the Suprême Laitier, and Expo-Champs. In this document, the Société d'Agriculture de Saint-Hyacinthe and Expo-Champs are collectively referred to as "Expo-Champs."

1. BOOTH RENTAL APPLICATION

All booth rental requests must be submitted via the official online form provided by Expo-Champs. The form must be duly completed and submitted by an authorized person within the prescribed deadline. Expo-Champs reserves the absolute right to refuse any rental request if it deems that the products or services presented are not compatible with the character and overall objectives of the exhibition.

2. BOOTH ASSIGNMENT AND ACCEPTANCE

Booth assignments are based on a first-come, first-served policy combined with a seniority system, which considers an exhibitor's longstanding association with Expo-Champs. If you were an exhibitor at the last edition of the event, **you have until April 1, 2025, at 11:59 PM** to exercise your right of first refusal and benefit from the preferential rate. If you fail to submit your form via the contract link sent by email before this deadline, Expo-Champs reserves the right to rent the space that was reserved for you to another exhibitor on the waiting list, even if you have occupied that space for several years. The **regular rate will also apply as of April 2, 2025.**

Expo-Champs reserves the right to accept or reject any application and to allocate booths at its sole discretion. The organizer may modify the site plan or relocate a booth at any time, at its full discretion. It is the exhibitor's responsibility to review the site plan to confirm their assigned location. If the exhibitor does not reject a change or relocation within 48 hours after receiving the notice, it will be considered accepted, and payment for the space will be due, with no further recourse. No exhibition space is considered confirmed without a duly signed reservation form and full payment before the specified deadline, as well as Expo-Champs' acceptance. Expo-Champs is not obligated to share the confirmed exhibitor list with other participants, and booth assignments may change at any time.



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3. PAYMENT REQUIREMENTS

Exhibitors must comply with the payment terms specified in the contract they have signed. **Exhibitors will only be allowed access to the exhibition site once all outstanding amounts invoiced by Expo-Champs have been paid in full.**

4. SHIPPING, RECEIVING, HANDLING, AND MOVE-OUT

All shipped materials must comply with the regulations of the Saint-Liboire Fire Department. The shipping, receiving, and packaging of exhibition materials are the responsibility of the exhibitor, the company in charge of the materials, and the carrier. No deliveries will be accepted without the presence of a representative from the exhibiting company. If the materials require handling by the Expo-Champs team, it cannot be performed without the presence of an exhibitor representative.

We offer complimentary forklift handling for unloading and loading goods at the entrance and exit of the site. However, handling within the exhibition grounds is the exhibitor's responsibility. If the booth representative is absent during unloading, a minimum charge of one hour of handling will be applied to reposition the equipment on the exhibitor's space.

For any forklift needs inside the booth, please complete the order form (link) by August 15, 2025, to benefit from the preferential rate of \$125/hour. After this date, the regular rate of \$250/hour will apply without exception. Any additional hours not pre-billed will also be charged at the regular rate.

No machinery or large-format equipment may **leave the site between Tuesday, August 26, and Thursday, August 28, 2025, at 5:00 PM.** Exhibitors must plan for their equipment to remain in place until the end of the event. Expo-Champs cannot be held responsible for any damage to handled equipment.

As of September 2, 2025, Expo-Champs reserves the right to dispose of any equipment and materials left on the site.

5. CANCELLATION BY THE SOCIÉTÉ D'AGRICULTURE DE SAINT-HYACINTHE

The Société d'Agriculture de Saint-Hyacinthe reserves the right, at its sole discretion, to change the date, location, and duration of Expo-Champs or to cancel it in whole or in part. Exhibitors will not be entitled to any damages or compensation and, as such, waive any claims for any reason.

6. CANCELLATION DUE TO FORCE MAJEURE

If Expo-Champs is canceled in whole or in part, whether by its own decision or due to external circumstances considered force majeure, exhibitors will be notified as soon as possible. In such cases, exhibitors will not be entitled to any compensation or damages.

7. EXHIBITOR INSURANCE

Each exhibitor must have a minimum \$2,000,000 liability insurance policy covering the setup, dismantling, and duration of Expo-Champs. A valid insurance document must be sent via email to comptabilite@sash.ag before the event, as stated in the "[Exhibitor Manual](#)."

Expo-Champs is not responsible for injuries to individuals, loss or damage to products, booths, equipment, fire damage, accidents, theft, or any other incidents occurring during the exhibitor's stay at the event. The exhibitor is responsible for their products and equipment from the setup of their booth until their departure from the site, as covered by their property insurance.

8. SECURITY SERVICES

Expo-Champs provides on-site security services 24 hours a day **from August 19 to August 29, 2025, at 12:00 PM**, as further detailed in the "[Exhibitor Manual](#)." Reasonable precautions are taken to protect property; however, Expo-Champs does not guarantee personal safety or asset protection. Neither the venue owner, Expo-Champs, nor the contracted service providers can be held liable for the loss, theft, or damage of goods stored, in transit, or on-site during Expo-Champs.

9. EXHIBITOR CANCELLATION

No refunds or cancellations will be granted by Expo-Champs after the contract has been signed, whether or not the fees have been paid. In accordance with clause 12-h, exhibitors are required to inform the organizer if they will be absent from the event, allowing the organizer to reallocate the space at its discretion.

10. SUBLEASING

No exhibitor may, without prior written authorization from Expo-Champs (which remains discretionary), assign, sublet, or share any part of their allocated space, nor may they display or promote products other than those manufactured or sold by them in the normal course of business. Accepting orders for such products in the assigned space is also prohibited.

11. DISPLAY QUALITY

Expo-Champs reserves the absolute right to prohibit an exhibitor from selling or promoting any product, item, or material that:

- a) Is deemed inconsistent with or harmful to the proper conduct and reputation of Expo-Champs;
- b) Does not comply with applicable laws;
- c) Does not conform to Expo-Champs' general rules or guidelines.

Used machinery may be exhibited only if it appears new in terms of its aesthetic condition and must be in excellent working order. Expo-Champs reserves the right, at its sole discretion, to reject used machinery at any time.

12. BOOTH REGULATIONS

a) No backdrop may be arranged in a way that obstructs, blocks, or interferes with the lighting or visibility of an adjacent booth (inside the Grand Tent).

b) No banners or items may be affixed to the walls, ceiling, or curtains of the tents, etc. The use of thumbtacks, nails, screws, bolts, adhesive tape, or any other tool or material that may leave marks on the walls, floor, or ceiling of the tent is strictly prohibited.

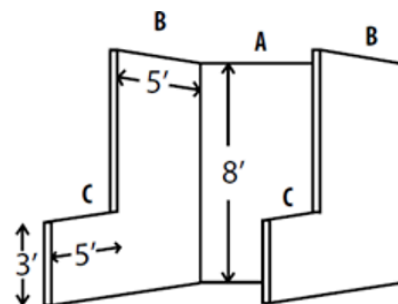
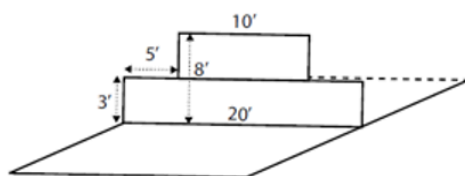
c) Booth Visibility Rights: To ensure that adjacent booths are not obstructed, exhibitors must adhere to the following standards. The first 5 feet of the side partitions must not exceed 3 feet in height to allow for unobstructed views.

Dimensions (see diagram)

A. Back partition: width 10', height 8'

B. Side partition (rear): width 5', height 8'

C. Side partition (front): width 5', height 3'



In the event of a dispute or disagreement between exhibitors regarding visibility rights, the involved parties are encouraged to seek arbitration from Expo-Champs organizers. The organizers reserve the right to take necessary measures to resolve the conflict.

d) Digging or driving stakes deeper than 30 inches into the ground is prohibited. Drains are installed at 36 inches. It is the exhibitor's responsibility to inform their team and suppliers of this restriction. Any damages incurred will be charged to the exhibitor renting the space.

e) The exhibitor is responsible for cleaning the inside of their booth. All waste must be placed in trash bins each evening at closing time. A sufficient number of waste bins will be distributed throughout the exhibition grounds to maintain cleanliness. Public aisles will be maintained daily, and a full cleaning of the aisles will be performed every evening.

f) Each exhibition space must be cleared of debris and other landscaping materials (e.g., plants, cedar mulch, straw, shavings, etc.) during dismantling. If additional cleaning efforts are required by the Expo-Champs team, a fee of \$125/hour will be charged to the exhibitor for these operations.

g) Noisy activities, excessively loud music, flashing lights, or any other actions that, in Expo-Champs' discretionary opinion, may cause disturbances or pose a threat to the health or safety of others will not be tolerated.

h) The exhibitor must keep their booth open and adequately staffed during exhibition hours. A representative must be present at least 15 minutes before doors open and remain on-site until the event closes to visitors. Out of respect for attendees, early closure or removal of the booth before the end of the exhibition is strictly prohibited unless otherwise decided by the organizer (refer to the "Exhibitor Manual").

i) The use of robots or any other remote-controlled devices must be limited to the exhibitor's designated space. These devices may not circulate in the aisles without prior written authorization from Expo-Champs.

j) Equipment Demonstrations & Test Runs: Demonstrations of equipment and test runs are permitted only in designated areas (Promoter Demo Spaces and Exhibitor Spaces starting with the letters TD). Additional fees may apply if fencing is required to delineate a demonstration zone. Exhibitors conducting such demonstrations outside the designated areas will face sanctions.



Expo-Champs defines a demonstration as follows: operation of moving or functioning equipment. Exhibitors must take all necessary precautions to ensure the safety of Expo-Champs visitors, their own operators, and exhibition personnel. All transmission systems—whether belt, chain, or drive—must be covered; all cutting equipment must be equipped with safety guards or other protective devices.

Expo-Champs is committed to complying with Quebec's Labour Standards Act and requires all exhibitors to do the same for all aspects of setup, dismantling, and event operations. Exhibitors may consult event management for clarifications regarding these requirements. Failure to comply with this law may result in exhibitor expulsion from the event site. Exhibitors are fully responsible for enforcing these regulations with their teams.

k) The exhibitor is responsible for any damage caused by their representatives, employees, or guests. Appropriate precautionary measures must be taken; otherwise, the exhibitor will bear the costs of repairs and cleaning. Any structural changes or significant modifications that may not comply with booth regulations must be submitted for prior approval by Expo-Champs as soon as the reservation request is accepted. Expo-Champs reserves the discretionary right to prohibit, exclude, or remove, in whole or in part, any booth deemed unsuitable or inappropriate for the exhibition or that does not meet the character, standards, or objectives of the event. In such cases, Expo-Champs shall not be held liable for any damages suffered by the exhibitor. This right extends without restriction to equipment, materials, displays, installations, and any other items forming part of the booth or used for distribution at the exhibition.

l) The exclusive beverage supplier and caterers are authorized to provide services on-site. This regulation also applies to the distribution of popcorn. As Expo-Champs holds a meeting permit from the RACJ (Régie des alcools, des courses et des jeux), our organization is responsible for regulating alcohol consumption on-site.

Exhibitors may offer sample-sized products, excluding alcoholic beverages (maximum container size of 2 oz), without needing prior authorization. Note that distributing food samples containing allergens such as peanuts or nuts is strictly prohibited. Any exhibitor distributing food samples with allergens will be held responsible for any major incidents related to allergic reactions. Expo-Champs assumes no liability in this regard.

m) Fees will apply for the relocation of a tent if the exhibitor has not provided a tent positioning plan in advance and requests a repositioning after installation or if the tent is incorrectly positioned based on the provided plan and requires adjustment.

n) Temporary Installations & Wind Exposure: Since the site is exposed to strong winds and for safety reasons, temporary structures such as instant tents (Easy-up or pop-up) must be dismantled daily. If exhibitors prefer not to

dismantle the structure, they **must remove the roof covering at the end of each day**. The use of stakes alone is insufficient; **exhibitors must secure the tent with weights at all four corners**. Expo-Champs is not responsible for damages caused by tents being blown away and will not cover costs incurred due to damage to equipment or machinery. If permanent structures are preferred, exhibitors should refer to the "Tent Suppliers" section of the ["Exhibitor Manual."](#)

o) Any damage to rented property is the responsibility of the exhibitor. Repair or replacement costs for damages incurred will be charged to the exhibitor.

13. REGULATIONS ON THE USE OF VEHICLES ON SITE

Exhibitors and transporters must circulate in the designated streets at all times. They must avoid passing through or using another exhibitor's space, especially during booth setup and dismantle.

If an exhibitor needs to transport materials, they must do so between 7:00 AM and 8:00 AM in the morning or after 5:00 PM in the evening. No vehicles will be allowed on site during public opening hours.

Only motorized vehicles provided by the official suppliers of Expo-Champs are authorized to circulate on-site during the event. It should also be noted that golf carts are not allowed to leave the exhibition area. Cart renters must refer to the rental regulations. Exhibitors agree to comply with these regulations. In case of non-compliance, sanctions will be applied, and Expo-Champs, Mobilicab, or the on-site security team may revoke the rental without prior notice.

The organizer reserves the right to prohibit access to the exhibition area to any vehicles (trucks, carts, cars, scooters, etc.) at any time.

14. REGULATIONS ON LAWN MOWING

General maintenance is carried out throughout the summer to control grass growth on the site. However, in the days leading up to the event, lawn mowing will be done upon request through the official service provider (see the "Supplier" section of the [Exhibitor Manual](#)). We invite you to complete the order form accordingly to obtain this service. However, if you decide to mow your space yourself with your own mower, you must be extremely cautious and watch for electrical cables that may be on the ground in your rented space. It is possible that the power is already connected to the relevant electrical line, posing a high risk of electrocution or other injuries caused by electricity or fire. Expo-Champs or its electricity provider cannot be held responsible for any incident resulting from a lawnmower blade cutting through live or non-live electrical cables.

15. FIRE SAFETY REGULATIONS

(a) All draperies, table coverings, exhibition materials, and paper used for decorative purposes must be fire-resistant and may be subject to inspection by the St-Liboire Fire Department (Expo-Champs). No flammable materials or liquids may be used or demonstrated in the booths.

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

(c) No equipment or vehicles displayed under a tent may contain propane. This regulation also applies to cooking appliances such as barbecues, hot plates, burners, etc., unless prior authorization has been obtained from the organizer.

If the St-Liboire Fire Department determines, at its sole discretion, that any material does not meet applicable standards, the exhibitor agrees to remove it immediately.

16. SALE OF GOODS AND SERVICES AT THE EVENT

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

17. SOLICITATION, PROMOTIONAL MATERIALS, AND CONTESTS

(a) Aisles may not be used for exhibition purposes or commercial solicitation. The distribution of samples, souvenirs, promotional materials, products, and similar items is allowed provided that it does not disturb neighboring exhibitors and is conducted respectfully within the exhibitor's designated space.

(b) It is strictly prohibited to install signage or distribute promotional materials on vehicle windshields in the parking lot and around the exhibition site. Any advertising materials distributed by exhibitors or independent individuals/organizations without the authorization of Expo-Champs will be subject to fines.

(c) Sales, promotions, contests, and competitions organized by exhibitors must be free of any obligation for the winner. Winners must not be required to place an order before receiving the offered prize. The prize schedule and contest terms must be clearly indicated on the entry form. All such contests must be approved by Expo-Champs management at least three weeks before the exhibition. It is the exhibitor's responsibility to ensure that their contests comply with all applicable government regulations. Only participating exhibitors have the exclusive right

to promote or sell goods and services at Expo-Champs. Any other parties attempting to solicit sales without written authorization from event management will be permanently removed from the exhibition site. Exhibitors are asked to report any violations to the event office so that corrective measures can be taken immediately.

18. LIMITATION OF LIABILITY

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

(a) Expo-Champs assumes no responsibility for booth rental forms received after the deadline, lost, stolen, misdirected, illegible, incomplete, falsified, altered, or destroyed forms. Such forms will be deemed void.

(b) Expo-Champs assumes no responsibility for any problem, malfunction, or technical failure of a network line, online computer system, peripheral telephone, software, server, provider, email, browser, platform, or technical malfunction that may occur, including but not limited to transmission issues or non-transmission of an entry form, regardless of the cause.

(c) Expo-Champs is not responsible for any incorrect or inaccurate information, whether caused by the exhibitor, the equipment and/or programs associated with or used by Expo-Champs, or any technical or human error that may have occurred during the event, including during the processing of booth rental forms.

(d) Expo-Champs assumes no responsibility for any error, omission, interruption, loss, defect related to operation or transmission, communication line failure, theft, destruction, unauthorized access, or alteration of entry forms.

(e) Regarding the event, Expo-Champs is not responsible for any injuries, damages, or losses that may occur to property or persons during the event. Without limiting the generality of the foregoing, Expo-Champs assumes no responsibility for:

- Any delay in booth delivery, transfer, installation, maintenance, or removal of booths, materials, equipment, or exhibited products;
- Goods and services acquired by exhibitors from authorized suppliers;
- Any breakage, damage, or theft of exhibitors' goods, equipment, or items during exhibition or storage, regardless of the cause.

(f) Furthermore, without limiting any other provision herein, the exhibitor agrees, at their own cost and expense, to insure against all losses resulting from damage to their property or any other property caused by the use or occupation of their exhibition space, and against any injury, including death, that may result or occur during Expo-Champs, demonstrations held by the exhibitor, test trials, or otherwise arising from the use or occupation of their exhibition space.

In this regard, the exhibitor guarantees and agrees to indemnify and hold harmless Expo-Champs, its employees, directors, officers, representatives, or agents from any claim, action, liability, or loss arising directly or indirectly from any breach of contract terms or any act, omission, or negligence by the exhibitor or their representatives during the event.

(g) Expo-Champs is released from any claim for damages, of any kind, that may arise as a result. If, for any reason, the exhibition cannot be held as planned, or if Expo-Champs fails to meet its obligations under this contract, the parties agree that Expo-Champs' liability will be limited to the amounts received from the exhibitor under the contract.

Finally, notwithstanding any provision to the contrary, if the venue is destroyed by fire, natural elements, or any other cause, or if any force majeure event, including strikes, prevents Expo-Champs from allowing an exhibitor to occupy the space or collect their equipment, the parties agree that the exhibitor will only be responsible for the rental costs of the space for the period it was or could have been occupied by the exhibitor.

19. DRONE USAGE

To ensure safety on-site, **the use of drones at Expo-Champs is prohibited** unless the operator possesses a valid Special Flight Operations Certificate (SFOC) and written permission from the organizer.

Any individual intending to operate a drone must be able to prove the following:

- (a) The drone will not move between participants or at their height.
- (b) The operator has the necessary permits, knowledge, and insurance for such operations.
- (c) The activity is undertaken at their own risk.
- (d) The operator agrees to indemnify and hold Expo-Champs harmless from any claims arising from drone usage.

Failure to comply with applicable drone regulations may result in severe penalties, including imprisonment.

20. COMPLIANCE WITH EXPO-CHAMPS REGULATIONS AND DIRECTIVES

Expo-Champs reserves the right to take any action and make any changes deemed necessary **to ensure the smooth operation and management of the exhibition**. Failure to comply with any regulation adopted by Expo-Champs, any provision outlined herein, or any other verbal or written directive given from time to time by Expo-Champs may result in a sanction, at Expo-Champs' discretion, ranging from a simple warning to expulsion. This would lead to the closure of the exhibitor's booth without reimbursement of fees paid. The assessment of the severity of the violation remains at the sole discretion of Expo-Champs.

For clarification purposes and without limiting the generality of the foregoing, the exhibitor specifically agrees to comply with all directives issued by Expo-Champs regarding site restoration and, in particular, their conduct until the end of the event.

21. HARASSMENT POLICY

All exhibitors, visitors, suppliers, and employees on-site must adhere to the harassment policy of the Société d'Agriculture de Saint-Hyacinthe. The policy is available in Appendix 1 at the end of this document. Document is in French only.

22. IMAGE USAGE

By participating in the event, the exhibitor and their representatives, employees, or agents consent to the use of their image, photo, or other representations and recordings across all media and formats. This includes, but is not limited to, printed or electronic documents, brochures, corporate materials, promotional tools, magazines, newsletters, websites, social media, and similar publications. This usage is granted on an ongoing basis in a professional context without further notice or compensation. Exhibitors may be required to sign a document to this effect.

23. INTELLECTUAL PROPERTY

By submitting any text(s) and/or photograph(s) (hereinafter referred to as the "Elements") to Expo-Champs for publication, the exhibitor represents and warrants to Expo-Champs that:

- a) They are the sole and exclusive holder of intellectual property rights (including copyrights) over the Elements; or
- b) They have obtained all required consents from the rightful owners of such Elements.



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The submitted Elements will be used by Expo-Champs solely for the purpose of promoting the event. Expo-Champs agrees not to use any of the Elements for any other purpose without the express written consent of the exhibitor who submitted them.

24. USE OF LOGOS

Anyone wishing to use the Expo-Champs logo may do so by adhering to the graphic standards guide available on the event's website.

25. GENERAL CLAUSES

Any matter covered by these regulations is subject to the decision and control of Expo-Champs, regardless of what is stated in the booth rental form. Expo-Champs formally reserves the right to modify event dates, relocate the event to another venue, alter the site layout, or change and/or reduce the size of the space allocated to the exhibitor if deemed necessary to ensure the smooth running of the event.

ANNEXE 1

POLITIQUE DE PRÉVENTION DU HARCÈLEMENT PSYCHOLOGIQUE OU SEXUEL ET DE TRAITEMENT DES PLAINTES

PRÉAMBULE

La Société d'Agriculture de Saint-Hyacinthe (SASH) se souciant du bien-être et du mieux-être de tous ses employés a décidé de mettre de l'avant une politique de prévention du harcèlement psychologique ou sexuel et de traitement des plaintes. Cette politique s'inscrit dans le sens de la Charte des droits et libertés de la personne qui stipule que tout être humain possède des droits et libertés intrinsèques tels le droit au respect, à la sauvegarde de sa dignité, de son honneur et de sa réputation de même qu'à la protection de son intégrité physique et psychologique. Par conséquent, toute forme de harcèlement, qu'il soit de nature sexuelle ou psychologique, contrevient aux droits fondamentaux de la personne.

CHAMP D'APPLICATION

La présente politique s'applique à l'ensemble des employés de l'entreprise, incluant ses gestionnaires et concerne également les relations avec des personnes externes tels que ses clients (visiteurs et exposants) et fournisseurs (sous-traitants), etc.

OBJECTIFS DE LA POLITIQUE

Par l'adoption et la mise en place de cette politique, l'entreprise désire :

- a) maintenir un climat d'apprentissage et de travail exempt de toute forme de harcèlement et favoriser le respect de la dignité de la personne dans les rapports éducatifs et les relations de travail;
- b) contribuer à la sensibilisation, à l'information et à la formation du milieu afin de prévenir les conduites de harcèlement et assurer à toute personne le droit d'être traitée en toute équité sans discrimination ni harcèlement;
- c) fournir le support nécessaire aux personnes qui croient subir une forme de harcèlement en établissant une procédure de règlement des plaintes.

DÉFINITIONS

HARCÈLEMENT SEXUEL

Le harcèlement sexuel se définit comme étant un comportement à connotation sexuelle unilatéral et non voulu et qui consiste en une pression indue exercée sur une personne soit pour obtenir des faveurs sexuelles, soit pour ridiculiser ses caractéristiques sexuelles et qui a pour conséquence de compromettre son droit à des conditions de travail justes et raisonnables ou son droit à la dignité.

HARCÈLEMENT PSYCHOLOGIQUE

Le harcèlement psychologique se définit, selon l'article 81.18 de la Loi sur les normes du travail, comme étant « une conduite vexatoire se manifestant soit par des comportements, des paroles, des actes ou des gestes répétés, qui sont hostiles ou non désirés, laquelle porte atteinte à la dignité ou à l'intégrité psychologique ou physique du salarié et qui entraîne, pour celui-ci, un milieu de travail néfaste ».

HARCÈLEMENT SELON LES AUTRES MOTIFS

Une conduite se manifestant, entre autre, par des paroles ou des gestes, généralement répétés, à caractère vexatoire ou méprisant à l'égard de personne ou d'un groupe de personnes en raison de l'un des motifs énumérés à l'article 10 de la Charte des droits et libertés de la personne dont notamment : la race, la couleur, le sexe, la grossesse, l'orientation sexuelle, l'état civil, l'âge, la religion, les convictions politiques, la langue, l'origine ethnique ou nationale, la condition sociale, le handicap ou l'utilisation d'un moyen pour pallier ce handicap.

À titre d'exemple, les comportements qui suivent pourraient être considérés comme étant des conduites vexatoires constituant du harcèlement s'ils correspondent à tous les critères de la loi.

Comportements pouvant être liés à du harcèlement psychologique

- Intimidation, cyberintimidation, menaces, isolement ;
- Propos ou gestes offensant ou diffamatoires à l'égard d'une personne ou de son travail ;
- Violence verbale ;
- Dénigrement.

Comportements pouvant être liés à du harcèlement

Toute forme d'attention ou d'avance non désirée à connotation sexuelle, par exemple :

- Sollicitation insistante ;
- Regard, baisers ou attouchements ;
- Insultes sexistes, propos grossiers.
- Propos, blagues ou images à connotation sexuelle par tout moyen, technologique ou autre.

N.B. Concernant toute forme de harcèlement, un seul acte grave qui engendre un effet nocif peut aussi être considéré comme du harcèlement.

PRINCIPES GÉNÉRAUX

La SASH s'engage à ne tolérer aucune forme de harcèlement en milieu de travail que ce soit entre les membres de son personnel, entre les gestionnaires et les membres de son personnel, entre les membres de son personnel et des personnes extérieures à l'organisation.

Par le fait même, l'organisation s'engage à prendre les moyens pour sensibiliser l'ensemble de ses employés et ses fournisseurs/clients à l'obligation de respect envers toute personne.

La direction s'inscrit dans une approche de résolution rapide et efficace des problèmes et de recours à une procédure de traitement des plaintes, dans le but de restaurer un climat de travail harmonieux et sain. Elle s'engage cependant à prendre toutes les mesures dissuasives nécessaires pour que cesse le harcèlement et à apporter, le cas échéant, les correctifs qui s'imposent.

RESPONSABILITÉS DES CLIENTS ET FOURNISSEURS

- Donner l'exemple en ayant des comportements respectueux et exempts de harcèlement ;
- S'assurer que la politique soit connue et respectée de leurs employés ;
- Prendre les mesures nécessaires pour prévenir le harcèlement et le faire cesser lorsqu'une telle situation est portée à leur connaissance ;
- Soutenir la personne qui se croit victime de harcèlement en l'informant de la présente politique et du mécanisme de traitement des plaintes ;
- Informer la direction de la SASH de tout événement ;
- Collaborer à l'établissement des faits et à l'application des solutions pour corriger la situation.

MÉCANISME DE TRAITEMENT DES PLAINTES

L'organisation applique le mécanisme de traitement des plaintes de harcèlement suivant :

Mécanisme de traitement des plaintes - 3 démarches possibles

DÉMARCHE INFORMELLE En parler avec la personne concernée OU Prendre contact avec son gestionnaire ou la direction de GoXpo	DÉMARCHE FORMELLE AVEC GOXPO 1 - Dépôt d'une plainte écrite 2 - Analyse de la plainte 3 - Recommandations	DÉMARCHE FORMELLE AVEC LA CNESST Dépôt d'une plainte écrite à CNESST dans les 2 ans suivant la dernière manifestation de la conduite de harcèlement
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DÉNONCIATION D'UNE SITUATION DE HARCÈLEMENT OU DE PLAINTE

Tout fournisseur ou client de la SASH doit aviser la direction s'il a vécu ou si un de ses employés a vécu une situation de harcèlement dans le cadre d'un événement. La direction de la SASH s'assura de prendre action dans les sept (7) jours ouvrables du dépôt de la plainte. La SASH se réserve le droit d'utiliser une firme externe pour les accompagner dans le traitement de la plainte.

DÉPÔT ET TRAITEMENT D'UNE PLAINTE ÉCRITE

Une plainte doit être formulée par écrit par l'employé qui se dit victime de harcèlement. Toute plainte formelle doit être présentée sans tarder pour qu'une intervention puisse être réalisée rapidement afin de faire cesser rapidement la situation. Les comportements reprochés et les détails des incidents doivent être décrits avec le plus de précision possible. Cette plainte est rédigée par l'employé et doit être remise à la personne responsable.

Cette plainte précise les éléments suivants :

- Date de l'incident ou des incidents
- Identification de la personne ou des personnes visées par la plainte
- Nature des faits reprochés, de façon complète et détaillée
- Le cas échéant, documents pertinents incluant une liste de personnes qui auraient été témoins des faits reprochés
- Remède ou solution recherchée par le plaignant
- Signature du plaignant

La firme externe responsable de l'enquête étudie la plainte et rencontre individuellement le plaignant, la personne visée par la plainte et les témoins. Elle a le pouvoir de recueillir toute l'information nécessaire à

l'exercice de son mandat. Elle doit obtenir des versions écrites des personnes rencontrées. Il revient ensuite à la firme de décider si les allégations de la plainte sont fondées en partie, en totalité ou non fondées. Des recommandations sur les mesures disciplinaires ou administratives qu'ils jugent appropriées seront données à la direction.

Le rapport est adressé au directeur général qui décide des mesures à imposer et en informe les parties. Le rapport doit être transmis dans les six (6) semaines du début de son enquête. Une plainte déposée de mauvaise foi ou dans le but de nuire pourra justifier l'imposition de mesure.

MESURES CORRECTIVES

La SASH s'engage à prendre les mesures nécessaires afin de sanctionner toute conduite adoptée en contravention avec la présente politique. Elle va aussi s'assurer de prendre les mesures nécessaires afin qu'un événement similaire ne se reproduise pas.

RECOURS À LA CNESST

Le recours par un employé à la procédure de plainte interne décrite dans la présente politique n'a pas pour effet de le priver de ses recours en vertu de la loi. Un individu qui a des motifs raisonnables de croire qu'il est victime de discrimination ou de harcèlement peut, dans les délais prescrits (soit 2 ans), déposer une plainte auprès de la CNESST.

RESPONSABLES DU TRAITEMENT DES PLAINTES

Le directeur général est identifié comme premier responsable pour la déclaration des plaintes de harcèlement psychologique ou sexuel en milieu de travail.

FORMULAIRE DE PLAINTE – HARCÈLEMENT PSYCHOLOGIQUE OU SEXUEL

Par la présente, je (nom) _____ désire porter plainte contre _____
qui occupe le poste de _____ au sein de (nom de l'entreprise)
_____.

Événement(s) :

Date : _____ Heure : _____

Endroit : _____

Est-ce le 1^{er} événement? Oui ☐ Non ☐ Fréquence : _____

Dates (s'il y a lieu) : _____

Description la plus exacte possible des faits :

Si l'espace est insuffisant, veuillez compléter sur une feuille en annexe.

Compte tenu de ces événements, je considère être victime de discrimination ou de harcèlement.

Signature: _____

Date _____