

SIMSA Member Code of Conduct Policy

January 29, 2026

SIMSA is committed to fostering a professional, respectful, safe, and inclusive environment across all its activities. This Member Code of Conduct establishes expectations for Members and their designated Member Representatives, outlines reporting and investigation procedures, and defines consequences for violations.

1.0 Scope of Policy

This Code applies to all SIMSA Activities, including but not limited to:

- Events (sole or joint)
- Meetings, roundtables, and working groups
- Committee and task-force activities
- Digital forums, webinars, and online communication
- Email or verbal communication undertaken as part of SIMSA business
- Any engagement, representation, or interaction conducted under SIMSA's banner

This Policy also applies to conduct outside SIMSA Activities where such conduct could reasonably be expected to negatively impact SIMSA's reputation, mission, or operations.

1.1 Authority Under SIMSA Bylaws

This Code of Conduct is established under the authority of Article 4.9 of the SIMSA Bylaws. Compliance with this Code forms part of the qualifications for maintaining membership in SIMSA.

2.0 Definitions

- **Member** means a company or organization holding SIMSA membership.
- **Member Representative or Representative** means any employee, owner, executive, contractor, or agent of a member who engages in SIMSA Activities on behalf of the Member.
- **Participant** means any individual attending or involved in SIMSA Activities.
- **SIMSA Activities** means all events, programs, meetings, committees, engagements and communications hosted or endorsed by SIMSA, including events jointly hosted by SIMSA.
- **Discrimination or Discriminatory Behaviour** means any adverse treatment, exclusion, or distinction based on a protected ground under applicable human rights legislation, whether intentional or unintentional.
- **Unacceptable Behaviour** means conduct that is disrespectful, harassing, abusive, aggressive, threatening, discriminatory, intimidating, disruptive, unsafe, or otherwise inconsistent with SIMSA's mission, values, or standards. It also includes conduct that disrupts SIMSA Activities, interferes with the participation or health and safety of others, or undermines the collaborative, professional, and respectful environment SIMSA is committed to maintaining.

- **Corrective Action** means any requirement imposed by SIMSA as a condition of reinstatement or continued participation.
- **Harassment** means any unwanted physical, verbal, written, or digital behaviour that offends, humiliates, demeans, or threatens an individual, and includes behaviour based on any protected ground under the Saskatchewan Human Rights Code, Canadian Human Rights Act, or Saskatchewan Employment Act. Harassment may include unwelcome remarks or jokes, intimidation, threats, differential treatment, unwanted contact, or conduct that creates a hostile, unsafe, or uncomfortable environment.

2.1 Interpretation

In the event of any uncertainty, ambiguity, or dispute regarding the meaning or application of this Code, SIMSA retains the sole authority to interpret its provisions in a manner consistent with its mission, values, Bylaws, and applicable law.

3.0 Member Responsibilities

Members are responsible for the conduct of their Member Representatives. Members must ensure that their Representatives understand and adhere to this Code and must support SIMSA in the enforcement of any restrictions or decisions arising from violations. Failure to ensure compliance may result in consequences for the Member, up to and including revocation of membership.

4.0 Standards of Conduct

Members and Member Representatives must:

- conduct themselves professionally
- comply with all laws and SIMSA policies
- respect all participants
- maintain health and safety in all spaces
- avoid disruptive, hostile, or Unacceptable Behaviour
- treat SIMSA staff and volunteers with courtesy and professionalism

5.0 Human Rights and Anti-Harassment

SIMSA is committed to providing an environment that is safe, respectful, inclusive, and free from all forms of harassment and discrimination. SIMSA supports and backs the principles articulated in the *Canadian Human Rights Act*, *The Saskatchewan Human Rights Code*, and *The Saskatchewan Employment Act*, which prohibit discriminatory treatment based on protected grounds.

For the purposes of this Code, SIMSA also adopts the definition of harassment contained in *The Saskatchewan Employment Act*, including both personal and sexual harassment, in addition to the protections set out in applicable human rights legislation. These definitions apply to all SIMSA Activities and any conduct reviewed under this Code.

SIMSA does not tolerate any form of discrimination or harassment. Examples include, but are not limited to, inappropriate or derogatory language, unwelcome comments or conduct, denial of benefits or opportunities

based on protected grounds, intimidation, or any behaviour that demeans, humiliates, or threatens another individual.

If a Member or Representative engages in harassing, discriminatory, or otherwise prohibited behaviour, SIMSA may take any action it deems appropriate, including warnings, removal from SIMSA Activities without refund, restrictions on future attendance, or other disciplinary measures.

6.0 SIMSA Activities

SIMSA is committed to providing a positive and safe experience for all Participants during SIMSA Activities. To maintain a safe, respectful, and productive environment, SIMSA reserves the right to determine the eligibility of any Member or Representative to attend, exhibit, sponsor, or otherwise participate in SIMSA Activities. SIMSA may restrict, limit, or remove any exhibitor, Representative, Participant, product, demonstration, or activity that disrupts SIMSA Activities, creates safety concerns, or violates this Policy or any SIMSA event terms and conditions.

If SIMSA takes action under this section, SIMSA shall not be liable for any costs, fees, or losses incurred by the Member or Representative.

6.1 Misuse of SIMSA Information, Access, and Member-Only Opportunities

Members and Member Representatives must use SIMSA membership, events, and member-only information solely for the Member's legitimate business purposes. SIMSA prohibits any conduct that misuses SIMSA access or undermines the integrity of SIMSA's membership framework.

The following behaviours are strictly prohibited:

- Using SIMSA events, opportunities, or member-only information to promote, represent, or benefit non-members, including suppliers or companies that do not meet SIMSA's Membership Criteria;
- Sharing member-only procurement information, leads, technical insights, or event materials with external parties, unless such disclosure is expressly permitted by SIMSA;
- Acting as an agent, intermediary, or representative for any company or individual not eligible for SIMSA membership during SIMSA Activities;
- Using SIMSA access to solicit business on behalf of a third party, including suppliers, distributors, consultants, or affiliates who are not the SIMSA Member;
- Using SIMSA's Supplier Database, procurement events, or member-only sessions to gather intelligence for competitors, third parties, or external clients;
- Any attempt to circumvent SIMSA's Membership Criteria, Classification Rules, or eligibility requirements through indirect or proxy participation.

Violations of this section may result in sanctions under Section 11, up to and including removal from SIMSA Activities, suspension of membership privileges, or termination of membership under SIMSA Bylaws.

7.0 Substance Use

Alcohol may be served at designated SIMSA events and in designated areas and may only be consumed responsibly by individuals of legal drinking age. Smoking or vaping, including cannabis, is prohibited inside all venues and/or outside of designated use areas. The use or possession of illegal narcotics is strictly prohibited at all SIMSA Activities.

Anyone who appears intoxicated, impaired, or otherwise unfit to participate may be denied entry or removed from the event space. Substance misuse in any form will not be tolerated. Any individual found to be using or in possession of illegal narcotics or engaging in any other prohibited substance use at SIMSA Activities, will be removed without reimbursement of registration or related fees.

8.0 Criminal Behaviour

Representatives shall not engage in any conduct that violates the Criminal Code of Canada, nor any other federal or provincial laws that apply in the circumstances. Such conduct may include, but is not limited to harassment, assault, sexual assault, the improper use of controlled substances, or possessing a weapon. SIMSA shall immediately notify and cooperate with local authorities if it becomes aware of any criminal conduct during SIMSA Activities.

9.0 Conduct Outside SIMSA Activities

SIMSA may review conduct by a Member or Member Representative occurring outside SIMSA Activities where such conduct may reasonably be expected to cause harm to SIMSA's reputation, operations, or the safety and inclusion of Participants. Such conduct may include, but is not limited to:

- Being found by a court or regulatory body to have violated applicable laws;
- Engaging in publicly reported unethical or discriminatory practices;
- Undermining SIMSA's mission, values or commitments

Any review or disciplinary action under this section will follow the Reporting, Investigation, Decisions, and Appeals processes outlined in Sections 10–12 of this Code, and will include substantiating the basis of such review. Any decision to impose sanctions on a Member under this section requires an affirmative vote of at least two-thirds of Directors voting on the matter, consistent with SIMSA's Bylaws.

10.0 Reporting & Investigation Process

SIMSA is committed to addressing all reports of misconduct in a fair and transparent manner. Reports of inappropriate behavior, harassment, or other violations of this Code may be submitted via:

- **In-Person:** Contacting event staff or security.
- **Email:** Reporting an incident to SIMSA at info@simsa.ca.

Investigation Process:

- Parties involved will be given an opportunity to provide relevant information.
- Reports will be reviewed by SIMSA's executive leadership and, where necessary, escalated to the Board of Directors.
- Any SIMSA Board or leadership member with a personal, professional, or financial conflict of interest involving any party to the report will recuse themselves from both the investigation and appeal processes.
- SIMSA may engage external legal or HR professionals to conduct an independent review.

11.0 Decisions

Following the completion of the review or investigation described in Section 10, SIMSA will determine the appropriate outcome based on the evidence available and the principles set forth in this Code and SIMSA's Bylaws.

SIMSA may impose one or more of the following outcomes:

- Verbal or written warnings
- Restrictions or conditions on participation in SIMSA Activities
- Removal from SIMSA Activities without refund
- Suspension of SIMSA membership privileges
- Termination of SIMSA membership in accordance with SIMSA Bylaws
- Referral to law enforcement or regulatory authorities, where warranted

SIMSA staff, event leads, and designated contractors are authorized to take immediate, temporary action during SIMSA Activities to address unsafe, disruptive, or inappropriate behaviour, including barring or removing a Representative from a venue. Any such action will be reported to SIMSA leadership and reviewed accordingly.

In determining the appropriate sanction, SIMSA will consider:

- the seriousness and impact of the conduct;
- whether the behaviour was intentional, reckless, or repeated;
- any safety risks created;
- the Representative's role or authority within the Member organization;
- the Member's cooperation during the review;
- any mitigating or aggravating factors.

Sanctions will apply to the Member and the Member shall enforce such sanctions with respect to such Member's Representatives. Furthermore, sanctions may be applied to a Member company, where the Representative's position reasonably reflects the Member company or when the Member company condoned, directed, or failed to take reasonable steps to prevent the Representative's offending behaviour.

Where appropriate Corrective Actions may include:

- a written acknowledgment;
- relevant behavioural or compliance training; or
- a meeting with SIMSA leadership.

To the extent permitted by law, the subject party will be informed of the SIMSA decision and any required Corrective Action.

12.0 Appeals Submission Process

Appeals will be reviewed by an Appeal Committee, which may consist of:

- Members of the SIMSA Board of Directors who were not involved in the initial investigation
- External advisors (e.g., legal counsel or HR professionals) as deemed necessary

The Appeal Committee may:

- Uphold the original decision
- Modify the disciplinary action

Finality of Decision

The decision made by the Appeal Committee will be final and binding, with no further recourse within SIMSA. However, this does not prevent a Member or Representative from seeking legal recourse where applicable under Canadian law.

13.0 Confidentiality and Non-Retaliation

SIMSA will maintain confidentiality to the greatest extent possible when receiving and reviewing reports under this Code. Information will be shared only with those individuals who reasonably require it to review, investigate, or resolve the matter.

However, confidentiality cannot be guaranteed in all circumstances. Information may be disclosed:

- where necessary to ensure the safety of Participants;
- where required to conduct a fair and thorough investigation, including providing the responding party with sufficient information to address the concern;
- where required or permitted by law, including disclosure to law enforcement, regulators, or pursuant to a subpoena, court order, or other legal process.

SIMSA prohibits retaliation against any individual who, in good faith, reports a concern, participates in an investigation, or provides information related to a potential violation of this Code. Retaliation includes any adverse action, threat, intimidation, or negative treatment connected to the report or participation in the process.

Individuals who believe they have experienced retaliation are strongly encouraged to report it through the same reporting channels outlined in this Code.

Knowingly making a false or malicious report is strictly prohibited. Individuals who intentionally provide false information or misuse the reporting process will be subject to appropriate corrective or disciplinary action in accordance with this policy.

14.0 Amendments to this Code

This Code of Conduct is a Board policy established under SIMSA Bylaw 4.9. The Board of Directors may amend, update, or repeal this Code by resolution. Any amendments take effect upon approval by the Board.