



AllerGen NCE Inc. Policies & Procedures	HR-13 – The AllerGen way of working - Values Statement
Effective:	Review: Annually Approved: 19 November 2012 Approved: 18 November 2014 Revised and Approved: 23 November 2015 Approved: 29 May 2016

The AllerGen way of working – Values Statement

Unless otherwise noted, in this policy, “employee(s)” includes managers, supervisors, executives, contractors, agency employees, etc.

A. Purpose:

The AllerGen NCE Inc. (the “organization”) culture is a reflection of what we value and believe are the norms that define AllerGen’s way of working together. The following are what we believe to be the most important values we need to share in order to be a successful organization:

- A team approach and building team skills
 - Positive attitude and approach
 - Respect
- Reciprocity – giving before receiving, and seeking mutual benefit
- Accountability
- Excellence
- Inclusiveness (ourselves, external organizations and people)
- Innovativeness
- Nurtured relationships (which are cyclical)
- Open communication, candor, dialogue, and transparency
- Relevance
- Uncompromising ethics

Employees will be held accountable for upholding these values as individuals and as a group.

B. Responsibilities and Obligations:

Managerial Responsibility

It is important to stress to all employees involved in organizational operations that these are the values that underpin the AllerGen NCE Administrative Centre's "AllerGen way of working," and that it is the employee's responsibility to model these values in their behaviour at all times and to the best of their ability.

It is the responsibility of Managers and/or Supervisors:

- To understand and abide by the requirements of this policy
- To communicate and review this policy with the employees they supervise or manage
- To verify that all contractors and others who attend Company workplaces are aware of this policy
- To encourage employees to report complaints or incidents in the workplace that may be in violation of the Values Statement
- To respond to all complaints or incidents in the workplace that may be in violation of the Values Statement in a professional manner appropriate for the circumstances of the complaint or incident
- To promptly report all complaints or incidents in the workplace they receive or witness to Human Resources

Employee Responsibility

It is the responsibility of Employees (including Managers and/or Supervisors):

- To comply with this policy at all times in order to uphold the values of the organization's Administrative Centre
- To immediately notify their Manager/Supervisor of any incident violating the Values Statement, whether the notifying worker is the victim or not.
- To participate in training regarding this policy and organizational procedures directed at ensuring respect in the workplace.
- To fully cooperate in any investigation of complaints or incidents in the workplace that violate this policy.
- To ensure that any investigation remains confidential.

Acknowledgement & Agreement

By my signature below, I acknowledge that I have read and understand the Values Statement Policy of AllerGen NCE Inc.

For Managers: I agree to adhere to this policy and ensure that employees working under my direction adhere to this policy.

For all AllerGen Administrative Centre Team members: I understand that if I violate this policy, I may be subject to legal or disciplinary action up to and including termination of my employment contract.

Employee Name
(printed): _____

Employee Signature: _____

Employee Date:

Manager/Supervisor
Signature: _____

Manager/Supervisor
Date: _____