

GENERAL RULES FOR THE ARISTA PROVINCIAL COMPETITION



I. COMPETITION DESCRIPTION

The ARISTA Provincial Competition is an annual competition organized by the Junior Chamber of Commerce of Montreal (hereinafter the **JCCM**) to recognize talent and achievements in young business people from across Quebec and working in all economic sectors.

II. CATEGORIES

ARISTA includes the following seven (7) categories:

• Young Entrepreneur in Quebec – Small Business

The candidate must (i) have founded or acquired a Company or be identified as the successor of a family business, (ii) hold voting shares or exercise *de facto* control, and (iii) have significant influence over the strategic operations and orientations of the Company. The candidate's Company must have been in operation for more than two (2) years as at the Reference date and have fewer than 50 Employees.

• Young Entrepreneur in Quebec – Large or Medium-Sized Business

The candidate must (i) have founded or acquired a Company or be identified as the successor of a family business, (ii) hold voting shares or exercise *de facto* control, and (iii) have significant influence over the operations and strategic orientations of the Company. The candidate's Company must have been in Operation for more than two (2) years as at the Reference date and have 50 or more Employees.

• Young International Leader in Quebec

The candidate must have initiated and been responsible for activities that extended beyond our borders (e.g. export of goods and services, acquisition of a foreign company, implementation of a foreign division, exercise of a profession abroad or to benefit individuals located abroad, etc.), and that have had positive spin-offs for the economic development and international outreach of Quebec. The candidate must have worked for a Company or Organization having a place of business in Quebec.

• Young Executive in Quebec

As at the Reference date, the candidate must have been working as an executive for a Company or an Organization and been responsible for personnel or business line management.

• Young Professional in Quebec

As at the Reference Date, the candidate must have been practicing a profession and been a member in good standing of the professional corporation that regulates this profession.

• Young Self-Employed Worker in Quebec

The candidate must work alone, or for a Company of which he is the sole shareholder or a shareholder with Related persons, and must not, as at the Reference Date, be a salaried employee (except of a Company of which he is the sole shareholder or a shareholder with Related Persons), and must do business with one or several Companies or Organizations. The self-employed worker must not have had any employees since the Reference date or during the year preceding the Reference date.

• Young Socially Responsible Business Leader in Quebec

As part of his employment, the candidate must have implemented and managed Socially responsible practices or initiatives in the two (2) years preceding the Reference date. The candidate's Company or Organization is not required to have a Socially responsible mission. Community volunteer work unrelated to the candidate's Company or Organization and/or paid or unpaid involvement in associations and boards of directors is not included in this category.

III. ELIGIBILITY CRITERIA

3.1 The candidate must (i) be a Canadian citizen or a permanent resident as at the Reference Date and (ii) have his main place of residence in Quebec, or, for the category of Young International Leader, be a Canadian citizen (have previously had his main place of residence in Quebec).

3.2 The candidate must be at least eighteen (18) years of age but no older than forty (40) years of age on the Reference Date.

3.3 A person having won the ARISTA Competition in a previous year may not re-enter the competition.

3.4 A person having already entered three (3) times in the same category may not re-enter in this same category.

3.5 A person working for the ARISTA Provincial Competition Corporate Partner or for one of its Subsidiaries may not enter the competition in the year during which the Corporate Partner is recognized as such. Moreover, a person working for a Corporate Partner sponsoring a category or a jury prize, or for one of its Subsidiaries, may not enter that category or jury prize for the year in question.

3.6 A person may not enter in more than one category.

3.7 A person may not enter if he is or has been, in the five (5) months preceding the Reference date, a member of the organizing committee, preselection committee, jury, JCCM board of directors, JCCM executive committee, JCCM permanent staff or JCCM board of governors.

3.8 The JCCM organizing committee or board of directors reserves the right to disqualify any candidate who is in a real or apparent situation of conflict of interest.

3.9 To be eligible to enter, each candidate must give the JCCM permission to conduct an investigation on him or on his Company to verify the information provided by the candidate, and, therefore, must consent to the use of his personal information for these purposes.

3.10 At the request of the organizing committee, the finalist must provide an original or certified true copy of documents attesting to the authenticity of diplomas, distinctions or other achievements cited, failing which, the organization reserves the right to disqualify this finalist.

IV. APPLICATION AND REFERRALS

4.1 Any person who meets the eligibility criteria described in Section III may enter the competition by returning to the JCCM **the application form available on the Competition website (www.concoursarista.qc.ca)**, in the format and manner stipulated by the JCCM, as explained in detail in Appendix II herein. The duly completed application form, accompanied by the required documents, must be received by the JCCM no later than the last day of the application period, which shall be announced publicly by the JCCM. This deadline may be postponed by the JCCM at its sole discretion.

4.2 Anyone may refer a potential candidate by sending the JCCM the Referral Form, in the format and manner stipulated by the JCCM, no less than ten (10) business days before the application deadline.

V. EVALUATION OF CANDIDATES AND SELECTION OF FINALISTS

5.1 Further to a call to members of the JCCM by methods deemed appropriate by the latter, and a call for candidates by the organizing committee, at the sole discretion of the JCCM, one or several preselection committees will be formed to evaluate the applications in the various categories. Each committee will be comprised of at least five (5) people appointed by the organizing committee according to the desired profiles. Submitting an application in no way guarantees selection for one of the preselection committees. A member from each preselection committee will be appointed by the organizing committee to act as moderator of that preselection committee.

5.2 To preserve the independence of the JCCM and the integrity of the selection process, the members of the ARISTA Provincial Competition organizing committee have no voting rights and may attend meetings of the preselection committees only as observers.

5.3 The preselection committees must comply with the eligibility criteria stated herein and with the candidate's eligibility for the category in which he is entered. If any information submitted by a candidate leads the preselection committee to conclude that the candidate is not eligible for the category in which he is entered, the preselection committee may, with the authorization of the ARISTA recruitment director and the candidate, transfer the latter's application to the appropriate category or, with the authorization of the Vice-President of the ARISTA Provincial Competition or his delegate, reject the candidate's application.

5.4 For the seven (7) categories, the preselection committees will evaluate applications based on the information contained in the candidate's questionnaire and the documents required by this questionnaire, according to the following criteria:

- leadership;
- achievements;
- vision and determination;
- innovation;
- involvement;
- oral communication skills (evaluated, where applicable, by the jury following preselection).

5.5 Using an evaluation grid previously created by the organizing committee, each member of the preselection committee attributes a score to each of the candidates according to the evaluation criteria listed herein.

5.6 The candidates' files, including the evaluation grids filled out by the members of the preselection committees, are given to the organizing committee to be kept confidential.

5.7 The evaluation grids are used by the members of the preselection committee to assess the candidates and to clarify candidate profiles, and may ultimately be used to determine the finalists in each category.

5.8 There may not be more than three (3) finalists per category. In the event of a tie further to the vote carried out pursuant to Paragraph 5.6 herein, the chair of the preselection committee shall have an additional vote to ensure that no more than three (3) finalists are named.

5.9 After the finalists have been named, each candidate's file, including the evaluation grids, is given to the JCCM executive management.

5.10 For each consenting candidate, the JCCM will conduct an investigation of the candidate or his Company to verify the information provided. Any false or misleading information, or any situation that could damage the reputation of the competition or the JCCM in any way whatsoever, may lead to a candidate's automatic disqualification, at the sole discretion of the JCCM.

VI. EVALUATION OF FINALISTS AND SELECTION OF WINNERS

6.1 A jury will be created by the organizing committee to select a winner in each of the seven (7) categories. This jury must be comprised of at least five (5) people appointed by the organizing committee. No member of a preselection committee in a given competition year may serve as a jury member in the same year. The jury appoints one of its members to act as jury president.

6.2 The jury must interview each finalist at a time and location determined by the organizing committee. The quorum for these meetings is three (3) jury members. Any finalist who cannot meet with the jury will be considered as having withdrawn his application, unless otherwise agreed between the finalist and at least three (3) jury members.

6.3 The jury evaluates each finalist based on the interview and the information contained in the questionnaire, the documents required by this questionnaire, and the information gathered during the investigation carried out pursuant to Paragraph 5.10 herein.

6.4 Using the evaluation grid previously created by the organizing committee, each jury member attributes a score to each finalist according to the criteria stated herein.

6.5 The finalists' files, including the evaluation grids filled out by the jury members, are given to the organizing committee to be kept confidential.

6.6 The evaluation grids are used by the jury members to assess the finalists' profiles, and may ultimately be used to determine the winners in each category.

6.7 There may not be more than one winner per category. In the event of a tie vote further to Paragraph 6.6 herein, the jury president shall have an additional vote to ensure that only one winner per category is named.

6.8 After the winners have been named, the files of the finalists, including the evaluation grids, will be handed over immediately to the JCCM permanent staff.

VII. ANNOUNCEMENT OF THE WINNERS

The names of the winners will be announced at the ARISTA gala of the current edition.

VIII. CONFIDENTIALITY

8.1 The members of the organizing committee, the members of the preselection committees, the members of the jury, and any other individual who had access to any documents related to the candidates must keep confidential all information obtained, verbally or in writing, as part of the Competition.

8.2 The files of the candidates, including those of the finalists and the winners, and any material used in the deliberations will be destroyed following the ARISTA gala and therefore may not be consulted by the candidates.

IX. GENERAL

9.1 Any decisions submitted to a vote by a preselection committee or the jury, and having obtained the support of more than fifty percent (50%) of eligible voting members is presumed, where applicable, to have been duly adopted by the preselection committee or the jury. In the event of a tie vote by the preselection committee or the jury, the chair of the preselection committee and the jury president, where applicable, shall have an additional vote. Any decision duly adopted by a preselection committee or by the jury is final and without appeal.

9.2 Any member of the preselection committees or the jury must report any current or potential conflict of interest with a candidate. In the event of a current or potential conflict of interest, the member in question may not participate in any way whatsoever in evaluating this candidate, nor take part in any decision that may affect this candidate. Only the scores attributed by the other members of a preselection committee or the jury will be considered for the purposes of evaluating this candidate.

9.3 The preselection committees or the jury may disqualify any candidate if the information contained in the questionnaire or the documents required by this questionnaire are found to be false or misleading, in the opinion of the preselection committees or the jury.

9.4 Except during official interviews held as part of the Competition, the candidates may not at any time promote themselves to the members of the preselection committees or the jury.

9.5 The jury members may not communicate directly with a candidate, except where competition rules permit.

9.6 These competition rules may only be modified by resolution of the JCCM board of directors. To lighten the text, the masculine includes the feminine.

APPENDIX I DEFINITIONS

Reference date

December 31st of the year preceding the ARISTA Gala for the current competition.

Employee

A person who works under the management or control of another person, the employer, for compensation. Salaried employees who work for a franchisee are not considered to be employees of the franchisor.

Company

Organization having a place of business in Quebec, whose purpose is to carry out an organized activity, whether or not commercial, consisting in the delivery of services, the production or manufacturing of goods, their administration or their disposal.

Corporate Partner

Company acting as a Corporate partner of the Competition, i.e. whose company name is associated with the competition name. This does not include Subsidiaries of the Corporate partner.

Partner

Company acting as a partner of the Competition. This does not include Subsidiaries of the Partner.

Operation (of a company)

Refers to a company that has been operating for more than two (2) years and which, during this period and under one or several different names, has carried out and continues to carry out the same economic activities.

Subsidiary

Company under the control of a parent Company.

Recognized professional order

Professional order appearing in Appendix I of the *Professional Code* (R.S.Q. c. C-26). See Appendix IV herein.

Organization

Refers to a public or parapublic organization, specifically, the federal government, the provincial government, departments of the latter, municipal government or school board, healthcare or social service institution, agency, board, commission or Crown corporation, any other government-type organization, or any community or non-profit organization recognized as such by federal or provincial legislation.

Related person

Related person under the meaning of the *Income Tax Act* (R.S.C. 1985), ch. 1 (5th supp.).

Socially Responsible

Any practice or initiative that consists in incorporating social, environmental and economic issues in the daily management of a Company or Organization is considered to be Socially responsible.

APPENDIX II

See the application form on the website of the ARISTA Provincial Competition.

APPENDIX III

See the evaluation grid on the website of the ARISTA Provincial Competition.

Appendix IV

RECOGNIZED PROFESSIONAL ORDERS¹

1. Ordre professionnel des avocats du Québec
2. Ordre professionnel des notaires du Québec
3. Ordre professionnel des médecins du Québec
4. Ordre professionnel des dentistes du Québec
5. Ordre professionnel des pharmaciens du Québec
6. Ordre professionnel des optométristes du Québec
7. Ordre professionnel des médecins vétérinaires du Québec
8. Ordre professionnel des agronomes du Québec
9. Ordre professionnel des architectes du Québec
10. Ordre professionnel des ingénieurs du Québec
11. Ordre professionnel des arpenteurs-géomètres du Québec
12. Ordre professionnel des ingénieurs forestiers du Québec
13. Ordre professionnel des chimistes du Québec
14. Ordre professionnel des comptables agréés du Québec
15. Ordre professionnel des technologues en imagerie médicale et en radio-oncologie du Québec
16. Ordre professionnel des denturologistes du Québec
17. Ordre professionnel des opticiens d'ordonnance du Québec
18. Ordre professionnel des chiropraticiens du Québec
19. Ordre professionnel des audioprothésistes du Québec
20. Ordre professionnel des pédiatres du Québec
21. Ordre professionnel des infirmières et infirmiers du Québec
- 21.1 Ordre professionnel des acupuncteurs du Québec
- 21.2 Ordre professionnel des huissiers de justice du Québec
- 21.3 Ordre professionnel des sages-femmes du Québec
- 21.4 Ordre professionnel des géologues du Québec
22. Ordre professionnel des comptables en management accrédités du Québec
23. Ordre professionnel des comptables généraux licenciés du Québec
24. Ordre professionnel des diététistes du Québec
25. Ordre professionnel des travailleurs sociaux et des thérapeutes conjugaux et familiaux du Québec
26. Ordre professionnel des psychologues du Québec
27. Ordre professionnel des conseillers en ressources humaines et en relations industrielles agréés du Québec du Québec
28. Ordre professionnel des conseillers et conseillères d'orientation du Québec
29. Ordre professionnel des urbanistes du Québec
30. Ordre professionnel des administrateurs agréés du Québec
31. Ordre professionnel des évaluateurs agréés du Québec
32. Ordre professionnel des hygiénistes dentaires du Québec
33. Ordre professionnel des techniciens et techniciennes dentaires du Québec
34. Ordre professionnel des orthophonistes et audiologistes du Québec
35. Ordre professionnel des physiothérapeutes du Québec
36. Ordre professionnel des ergothérapeutes du Québec
37. Ordre professionnel des infirmières et infirmiers auxiliaires du Québec
38. Ordre professionnel des technologues médicaux du Québec
39. Ordre professionnel des technologues professionnels du Québec
40. Ordre professionnel des inhalothérapeutes du Québec

¹As appears in Appendix 1 of the *Professional Code* (R.S.Q. c. C-26). Updated November 13, 2011.

41. Ordre professionnel des des traducteurs, terminologues et interprètes agréés agréés du Québec

APPENDIX V

Reputation risk management policy

A- Disclosure

On the application form, the candidate must disclose all information about himself or about a company that he controls and/or of which he is a director or manager, and that represents a risk to the reputation of the Competition and its organizers, candidates and winners, such as:

- having been involved in legal proceedings, other than for a violation of the Highway Code, that may lead to an indictment, a conviction or an injunction;
- having been found guilty of a criminal offense for which he has not been pardoned;
- having been ordered by a civil court to pay damages in a case related to his profession;
- having declared bankruptcy or transferred his property to his creditors and not having obtained a discharge from bankruptcy;
- having been sanctioned by and/or stricken from a professional order, a regulatory authority or a professional association.

B- Identification, evaluation and decision

1. The organizing committee follows the risk assessment process outlined below:

1.1 In the event the candidate reports having been found guilty of a criminal offense for which he has not obtained a pardon; having declared bankruptcy or transferred his property to his creditors; or having been sanctioned by and/or stricken from a professional order, a regulatory authority or a professional association, the organizing committee will automatically reject his application without recommendation to the management committee;

1.2 Subsequently, the organizing committee identifies risky candidates (those who have reported a risk other than to reputation in the relevant section at the start of the application form).

1.3 It then evaluates risky candidates:

1.3.1 It contacts the candidates and obtains the information required for the decision-making process, where applicable.

1.3.2 It determines whether the candidate represents a real risk to the image, prestige and reputation of the Competition, and to that of its organizers, candidates and winners.

1.3.3 In the event the risk level justifies a potential recommendation for rejection, where applicable, it meets with the candidate to obtain additional information.

1.3.4 In the event of a recommendation to reject the application and/or if the organizing committee cannot reach a unanimous decision, it prepares and submits to the management committee an executive summary including:

- the risk elements associated with the candidate; and
- the reasoned recommendation by the organizing committee.

2. Where applicable, the management committee determines whether the risky candidate should be rejected.

3. In the case of a rejection, the organizing committee informs the candidate, as soon as possible and in writing, of the reasons justifying the rejection of his application.