



CANADA BUSINESS HOLDINGS Inc.

The CBH Reference Book for the Business Policies

Revised April 2024
Ottawa, CANADA

The CBH Quick Introduction

Canada Business Holdings Inc. (CBH) is the Global Leaders in PPP projects Development. CBH inc. is Think Tank Powerhouse for global economic development and PPP project management. CBH re-engineers the Public Private Partnership on the basis iDOMO, to create sustainable and fail-safe economy on the macro and micro economic levels. The CBH PPP practice is globally the best.

As we continue to help in building lives through projects, CBH took PPP / P3 raised the business bar to the level of PPPP or P4. People is the vital element. The CBH work on PPP is devoted for the People and committed to wealth creation faster, better, and cheaper. We make services and products available, accessible, and affordable to all. We are proud and honoured to continue the project lead and the research edge in the business.

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Modus Operandi: Invest, Build, and Manage Infrastructure Projects

Business to Government (B2G)

Established: 2006

Location: Ottawa, Ontario CANADA

**THIS BOOKLET IS INTENDED
FOR INTERNAL CIRCULATION**

The CBH Reference Book for the Business Policies

Business policies are essential guidelines and principles that dictate the decision-making and operational procedures within a company. They help establish consistency, fairness, and compliance with laws and regulations. While the specific policies required can vary depending on the nature of the business, its size, industry, and legal requirements, here are some common business policies that many companies implement:

1. **Code of Conduct/Ethics Policy:** This policy outlines the expected behavior of employees, including standards for honesty, integrity, confidentiality, conflicts of interest, and respectful workplace conduct.
2. **Human Resources Policies:** These policies cover areas such as recruitment, hiring, onboarding, performance management, promotions, disciplinary procedures, benefits, leave, and termination.
3. **Equal Employment Opportunity (EEO) Policy:** Ensures fair treatment and prohibits discrimination and harassment based on protected characteristics such as race, gender, age, religion, disability, or sexual orientation.
4. **Health and Safety Policy:** Establishes guidelines and procedures to maintain a safe and healthy work environment, including protocols for accident reporting, emergency preparedness, and compliance with occupational health and safety regulations.
5. **Information Security Policy:** Defines protocols for safeguarding sensitive company information, data protection, password management, access controls, and cybersecurity measures to prevent unauthorized access, breaches, or data loss.
6. **IT Acceptable Use Policy:** Sets guidelines for the appropriate use of company technology resources, including internet and email usage, software installations, social media usage, and protection against malware and unauthorized access.
7. **Privacy Policy:** Outlines how the company collects, uses, stores, and protects personal and confidential information of employees, customers, and other stakeholders, ensuring compliance with data protection laws.
8. **Intellectual Property Policy:** Defines ownership rights and usage permissions for intellectual property created or used by employees during the course of their employment, including patents, copyrights, trademarks, and trade secrets.
9. **Financial Policies:** Covers financial management practices such as budgeting, expense approval, purchasing procedures, reimbursement policies, accounting principles, and fraud prevention measures.

10. Compliance Policies: Ensures adherence to relevant laws, regulations, industry standards, and contractual obligations, covering areas such as antitrust, anti-bribery, export controls, environmental regulations, and product safety standards.
11. Conflict Resolution Policy: Provides mechanisms for resolving disputes, grievances, and conflicts among employees or between employees and management, promoting fair and prompt resolution through mediation, arbitration, or other means.
12. Communication Policy: Establishes guidelines for internal and external communication channels, including email, meetings, social media, and public relations efforts, to maintain consistency, transparency, and alignment with company goals and values.
13. Remote Work Policy: Addresses expectations, responsibilities, and procedures for employees working remotely, covering areas such as remote access to company systems, communication protocols, productivity expectations, and equipment provisions.

These policies serve as foundational documents that guide organizational behavior, promote accountability, mitigate risks, and support the company's mission, values, and objectives. It's important for companies to regularly review and update their policies to adapt to changes in laws, regulations, industry practices, and internal dynamics. Additionally, ensuring that employees understand and adhere to these policies through training, communication, and enforcement mechanisms is critical for their effectiveness.

The Company Policies included in this book:

1. Code of Conduct/Ethics Policy
2. Compliance Policy
3. Privacy Policy
4. Conflict Resolution Policy
5. Financial Policy
6. CBH Intellectual Property Policy
7. Communications Policy
8. Remote Work Policy
9. Quality Assurance Policy
10. The CBH Policy on the Business Commitment to ESG
11. The CBH Policy for Confirming to Ethical Investment
12. The CBH Policy for Promoting Peace and Progress in Civic Societies

Code of Conduct/Ethics Policy

1. Introduction

CBH is committed to upholding the highest standards of ethical behavior and integrity in all aspects of its operations within the Public-Private Partnership (PPP) sector. This Code of Conduct/Ethics Policy outlines the principles and guidelines that govern the conduct of our employees, directors, officers, contractors, and stakeholders in their interactions with each other, clients, partners, regulators, and the community.

2. Compliance with Laws and Regulations

All individuals associated with CBH must comply with applicable laws, regulations, and contractual obligations governing the PPP sector. We uphold a zero-tolerance approach to bribery, corruption, fraud, and any other illegal activities.

3. Integrity and Honesty

We conduct ourselves with honesty, integrity, and fairness in all business dealings. We do not engage in deceptive, misleading, or unethical practices, and we accurately represent our capabilities, products, and services.

4. Conflicts of Interest

We avoid situations where personal interests conflict or appear to conflict with the interests of CBH. Any potential conflicts of interest must be disclosed promptly and managed transparently to avoid compromising the integrity of our decisions and actions.

5. Confidentiality and Data Protection

We respect the confidentiality of information entrusted to us by clients, partners, employees, and other stakeholders. We maintain strict confidentiality and implement appropriate measures to protect sensitive data from unauthorized access, use, or disclosure.

6. Respectful Workplace

We foster a workplace environment that is inclusive, respectful, and free from discrimination, harassment, and retaliation. We treat all individuals with dignity and respect, regardless of their race, ethnicity, gender, age, religion, disability, sexual orientation, or other protected characteristics.

7. Health, Safety, and Environment

We prioritize the health, safety, and well-being of our employees, contractors, and the communities in which we operate. We comply with all health, safety, and environmental regulations and implement measures to prevent accidents, injuries, and adverse environmental impacts.

8. Corporate Social Responsibility

We are committed to being responsible corporate citizens and contributing positively to society. We support sustainable development initiatives, community engagement programs, and philanthropic efforts that align with our values and priorities.

9. Reporting Violations

We encourage individuals to speak up and report any violations of this Code of Conduct/Ethics Policy or any unethical behavior they observe. Reports can be made confidentially and without fear of retaliation through established channels, such as the company's whistleblower hotline or directly to management.

10. Compliance and Enforcement

Violations of this Code of Conduct/Ethics Policy may result in disciplinary action, up to and including termination of employment or contractual relationship. We are committed to enforcing this policy consistently and fairly to maintain the integrity and reputation of CBH.

At CBH we recognize that our success in the PPP sector depends not only on our technical expertise and financial acumen but also on our unwavering commitment to ethical conduct and responsible business practices. By adhering to the principles outlined in this Code of Conduct/Ethics Policy, we uphold the trust and confidence of our stakeholders and contribute to the sustainable development of the PPP industry.

Compliance Policy

1. Introduction

CBH operating in the Public-Private Partnership (PPP) sector recognizes the importance of compliance with laws, regulations, industry standards, and internal policies to maintain integrity, trust, and credibility. This Compliance Policy establishes guidelines and procedures to ensure adherence to applicable legal and regulatory requirements, ethical standards, and company policies.

2. Compliance Framework

- **Legal and Regulatory Compliance:** CBH shall comply with all applicable laws, regulations, and government requirements relevant to its operations within the PPP sector. This includes but is not limited to laws related to contract management, procurement, environmental protection, labor rights, and financial reporting.
- **Industry Standards:** We will adhere to industry best practices and standards relevant to PPP projects, ensuring that our activities align with recognized benchmarks for quality, safety, sustainability, and performance.
- **Internal Policies:** CBH shall establish and enforce internal policies, procedures, and codes of conduct to govern the conduct of employees, contractors, and stakeholders. These policies shall cover areas such as ethics, information security, data privacy, health and safety, and conflict of interest.

3. Responsibilities

- **Senior Management:** Senior management shall demonstrate leadership and commitment to compliance by establishing a culture of integrity, accountability, and ethical behavior. They shall provide resources, support, and oversight to ensure compliance with policies and procedures.
- **Compliance Officer:** A designated compliance officer or team shall be responsible for overseeing compliance activities, monitoring regulatory developments, and implementing compliance initiatives. They shall serve as a point of contact for compliance-related inquiries and issues.
- **Employees and Stakeholders:** All employees, contractors, and stakeholders involved in PPP projects shall be responsible for complying with applicable laws, regulations, and company policies. They shall report any suspected violations or compliance concerns promptly through established channels.

4. Compliance Procedures

- **Risk Assessment:** CBH shall conduct periodic risk assessments to identify potential compliance risks and vulnerabilities associated with its operations and activities. Risks shall be prioritized, and mitigation strategies shall be developed and implemented accordingly.

- **Training and Education:** Regular training and education programs shall be provided to employees and stakeholders to raise awareness of compliance requirements, policies, and procedures. Training shall be tailored to specific roles and responsibilities and shall cover relevant topics such as ethics, anti-corruption, data protection, and health and safety.
- **Monitoring and Auditing:** Ongoing monitoring and auditing activities shall be conducted to assess compliance with laws, regulations, and company policies. Internal audits, reviews, and assessments shall be performed regularly to identify areas of non-compliance and implement corrective actions.
- **Reporting and Investigation:** CBH shall establish procedures for reporting and investigating compliance violations, misconduct, or suspected breaches of laws or policies. Employees and stakeholders shall be encouraged to report concerns through confidential channels, and investigations shall be conducted promptly and impartially.

5. Enforcement and Discipline

- **Enforcement:** Violations of this Compliance Policy, laws, regulations, or company policies shall be subject to appropriate enforcement measures, including disciplinary action, sanctions, and legal proceedings where necessary. Enforcement actions shall be fair, consistent, and proportionate to the severity of the violation.
- **Whistleblower Protection:** CBH shall protect whistleblowers from retaliation or adverse treatment for reporting compliance concerns or misconduct in good faith. Whistleblower reports shall be handled confidentially and investigated promptly, and whistleblowers shall be afforded due process and protection from reprisals.

6. Policy Review and Updates

- This Compliance Policy will be reviewed periodically to ensure its effectiveness, relevance, and alignment with changing legal and regulatory requirements, industry standards, and company objectives. Updates to the policy will be communicated to all relevant stakeholders and employees.

CBH is committed to upholding the highest standards of compliance and ethics in its operations within the PPP sector. By adhering to the principles and procedures outlined in this Compliance Policy, we aim to mitigate risks, maintain integrity, and foster trust and confidence among our stakeholders, contributing to the success and sustainability of our business endeavors.

Privacy Policy

1. Introduction

This Privacy Policy outlines how CBH collects, uses, discloses, and protects personal information in the course of its operations within the Public-Private Partnership (PPP) sector. We are committed to safeguarding the privacy and confidentiality of individuals' personal data and complying with applicable data protection laws and regulations.

2. Information We Collect

We may collect various types of personal information from individuals, including but not limited to:

- Contact information (e.g., name, address, email address, phone number)
- Professional or employment-related information (e.g., job title, employer)
- Financial information (e.g., payment details)
- Information submitted through our website, forms, or communications channels
- Any other information necessary for the provision of our services or as required by law

3. Use of Personal Information

We may use personal information for the following purposes:

- Providing and managing our services, including communication with clients, partners, and stakeholders
- Processing payments, invoices, and other financial transactions
- Responding to inquiries, requests, and feedback
- Conducting research, analysis, and reporting related to PPP projects
- Complying with legal and regulatory requirements
- Protecting the security and integrity of our systems and operations

4. Disclosure of Personal Information

- We may disclose personal information to third parties in the following circumstances:
- To our affiliates, partners, contractors, and service providers who assist us in the provision of our services
- To comply with legal obligations, such as responding to lawful requests from government authorities or regulatory bodies
- In connection with a merger, acquisition, or sale of assets, where personal information may be transferred as part of the transaction
- With the consent of the individual or as otherwise permitted or required by law

5. Data Security

- We take reasonable measures to protect personal information from unauthorized access, use, disclosure, alteration, or destruction. These measures may include encryption, access controls, firewalls, and other security technologies and procedures.

6. Data Retention

- We retain personal information only for as long as necessary to fulfill the purposes for which it was collected, or as required by law or contractual obligations. When personal information is no longer needed, we securely dispose of it or anonymize it to prevent identification.

7. Your Rights

- Individuals may have certain rights regarding their personal information under applicable data protection laws, including the right to access, correct, delete, or restrict the processing of their data. To exercise these rights or inquire about our handling of personal information, individuals may contact us using the information provided in this Privacy Policy.

8. Updates to this Privacy Policy

- We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. We encourage individuals to review this Privacy Policy periodically for any updates or changes.

9. Contact Us

- If you have any questions, concerns, or complaints regarding our Privacy Policy or our handling of personal information, please contact us at Management@CBHPPP.com

CBH is committed to protecting the privacy and confidentiality of personal information entrusted to us in the course of our operations in the PPP sector. By adhering to the principles outlined in this Privacy Policy and complying with applicable data protection laws, we aim to maintain the trust and confidence of our clients, partners, employees, and other stakeholders.

Conflict Resolution Policy

1. Introduction

CBH is committed to maintaining a positive and productive working environment within the Public-Private Partnership (PPP) sector. We recognize that conflicts may arise from time to time, and it is our priority to address and resolve these conflicts promptly, fairly, and constructively. This Conflict Resolution Policy outlines the procedures and principles for resolving conflicts among employees, contractors, clients, partners, and other stakeholders.

2. Principles of Conflict Resolution

Fairness: All parties involved in a conflict will be treated fairly and impartially throughout the resolution process.

Confidentiality: Discussions and information related to conflict resolution will be kept confidential to the extent possible, respecting the privacy of individuals involved.

Open Communication: We encourage open and honest communication among parties involved in a conflict, fostering mutual understanding and cooperation in reaching a resolution.

Respect: We expect all individuals to treat each other with respect and professionalism, regardless of differences in opinion or position.

Collaboration: Whenever possible, we seek to resolve conflicts through collaborative and cooperative efforts, striving for mutually beneficial outcomes.

3. Informal Conflict Resolution

In many cases, conflicts can be resolved informally through direct communication and discussion among the parties involved. Employees are encouraged to address concerns or conflicts with the individual(s) directly involved, with the goal of finding a resolution at the lowest level possible.

4. Formal Conflict Resolution Process

If informal attempts at resolution are unsuccessful or if the nature of the conflict requires formal intervention, the following steps will be followed:

Step 1: Reporting: The individual experiencing the conflict or observing the conflict should report it to their immediate supervisor, manager, or designated HR representative. The report should include a description of the conflict, parties involved, and any relevant information.

Step 2: Investigation: The designated authority will conduct an impartial investigation into the conflict, gathering relevant information from all parties involved. Confidentiality will be maintained throughout the investigation process.

Step 3: Mediation/Conciliation: If appropriate, the parties involved may be offered mediation or conciliation facilitated by a neutral third party. The mediator or conciliator will help facilitate constructive dialogue and assist the parties in reaching a mutually acceptable resolution.

Step 4: Decision and Resolution: Based on the findings of the investigation and any outcomes of mediation/conciliation, a decision will be made regarding the resolution of the conflict. The decision may involve disciplinary action, remedial measures, or other appropriate interventions.

Step 5: Follow-Up: After the conflict has been resolved, follow-up may be conducted to ensure that the resolution is implemented effectively and to monitor any ongoing issues or concerns.

5. Escalation

If a conflict cannot be resolved through the internal conflict resolution process, or if it involves serious allegations of misconduct, discrimination, harassment, or other violations of company policies or legal requirements, it may be escalated to higher levels of management or to external authorities as necessary.

6. Protection Against Retaliation

CBH prohibits retaliation against individuals who report conflicts or participate in conflict resolution processes in good faith. Any acts of retaliation will be treated as separate violations of company policy and may result in disciplinary action.

Conclusion

CBH is committed to fostering a culture of respect, collaboration, and constructive conflict resolution within the PPP sector. By adhering to the principles and procedures outlined in this Conflict Resolution Policy, we aim to address conflicts in a fair, timely, and effective manner, promoting a positive and harmonious workplace environment for all.

Financial Policy

1. Introduction

This Financial Policy outlines the principles and guidelines governing financial management practices within CBH operating in the Public-Private Partnership (PPP) sector. The policy aims to ensure transparency, accountability, and prudent fiscal management to support the company's objectives and stakeholders' interests.

2. Budgeting and Planning

- Annual Budget: CBH shall prepare an annual budget outlining projected revenues, expenses, and capital investments. The budgeting process shall involve input from relevant departments and stakeholders and align with strategic objectives and financial targets.
- Budget Review: Regular reviews of actual financial performance against budgeted targets shall be conducted to monitor variances, identify trends, and make necessary adjustments to optimize resource allocation.

3. Expense Management

- Authorization and Approval: All expenses must be authorized and approved in accordance with established procedures and delegated authority limits. Authorization should be based on budget availability, necessity, and alignment with business objectives.
- Expense Reporting: Employees and departments shall accurately record and report expenses in a timely manner, following standardized procedures and formats. Expense reports should be reviewed and verified for compliance with policies and documentation requirements.

4. Revenue Management

- Billing and Invoicing: Revenue generation activities, including billing and invoicing, shall be conducted accurately and promptly to ensure timely collection of payments. Billing practices shall adhere to contractual agreements and billing schedules.
- Accounts Receivable Management: CBH shall monitor and manage accounts receivable effectively to minimize delinquencies and improve cash flow. Collection efforts shall be pursued promptly for overdue accounts, and appropriate credit control measures shall be implemented.

5. Financial Controls

- Segregation of Duties: Financial responsibilities shall be segregated among different individuals to prevent conflicts of interest and ensure checks and balances. Key financial functions, such as authorization, recording, and reconciliation, shall be performed by separate personnel.
- Internal Controls: CBH shall establish and maintain effective internal control systems to safeguard assets, prevent fraud, and ensure the accuracy and reliability of financial reporting. Internal controls shall be periodically reviewed and updated as necessary.

6. Capital Investment

- Capital Expenditure Approval: Capital investments, including major projects and acquisitions, shall undergo rigorous evaluation and approval processes. Investment decisions shall be based on thorough analysis of costs, benefits, risks, and strategic alignment.
- Asset Management: CBH shall maintain an inventory of capital assets, including property, plant, and equipment, and implement policies and procedures for their acquisition, depreciation, maintenance, and disposal in accordance with accounting standards and regulatory requirements.

7. Financial Reporting and Disclosure

- Timely Reporting: Financial statements and reports shall be prepared accurately and in a timely manner, reflecting the company's financial performance, position, and cash flows. Reporting shall comply with applicable accounting standards and regulatory requirements.
- Transparency and Disclosure: CBH shall provide transparent and comprehensive disclosure of financial information to stakeholders, including shareholders, investors, regulators, and lenders. Disclosure shall be made in accordance with applicable laws and regulations.

8. Compliance and Audit

- Compliance with Laws and Regulations: CBH shall comply with all applicable laws, regulations, and financial reporting standards governing its operations. Compliance shall be monitored regularly, and corrective actions shall be taken promptly to address any non-compliance issues.
- Internal and External Audit: Independent internal and external audits shall be conducted periodically to assess the effectiveness of financial controls, evaluate compliance with policies and procedures, and provide assurance on the reliability of financial reporting.

9. Policy Review and Updates

- This Financial Policy will be reviewed periodically to ensure its effectiveness, relevance, and alignment with changing business needs and regulatory requirements. Updates to the policy will be communicated to all relevant stakeholders and employees.

CBH is committed to maintaining sound financial management practices in the PPP sector to ensure the efficient allocation of resources, transparency in reporting, and compliance with legal and regulatory requirements. By adhering to the principles and procedures outlined in this Financial Policy, we aim to optimize financial performance, mitigate risks, and enhance stakeholder confidence in our financial integrity and sustainability.

CBH Intellectual Property Policy

1. Introduction

CBH recognizes the importance of intellectual property (IP) rights in the innovation-driven environment of the Public-Private Partnership (PPP) sector. This Intellectual Property Policy establishes guidelines and procedures to protect, manage, and appropriately utilize IP assets developed or used in the course of our operations.

2. Definition of Intellectual Property

- Intellectual property refers to creations of the mind, including but not limited to inventions, patents, trademarks, copyrights, trade secrets, and proprietary information. This policy covers all forms of IP created or acquired by CBH in the course of its activities within the PPP sector.

3. Ownership of Intellectual Property

- Company-Owned IP: IP developed by employees or contractors of CBH in the scope of their employment or contractual obligations shall be owned by the company. This includes inventions, innovations, software, designs, and other creations developed using company resources or during company-sponsored projects.
- Third-Party IP: CBH respects the IP rights of third parties and shall not infringe upon or misappropriate the IP of others. Any use of third-party IP in the course of our operations shall be done in accordance with applicable licenses, agreements, or permissions.

4. Protection of Intellectual Property

- Confidentiality: Employees and contractors must maintain the confidentiality of proprietary information and trade secrets belonging to CBH. Disclosure of confidential information to external parties must be authorized and done under appropriate non-disclosure agreements (NDAs).
- Registration and Documentation: CBH shall identify, document, and register IP assets where necessary to establish ownership rights and protect against infringement. This may include filing for patents, trademarks, or copyrights as applicable.

5. Use of Intellectual Property

- License and Assignment: CBH may license or assign its IP rights to third parties under terms and conditions that are beneficial to the company and consistent with its strategic objectives.
- Internal Use: Employees and contractors may use company-owned IP assets for internal business purposes in accordance with company policies and procedures.

6. Collaboration and Joint Ventures

- In cases of collaboration or joint ventures with other entities in the PPP sector, IP rights and ownership shall be determined and documented through appropriate agreements or contracts. All parties involved shall agree on the terms governing the use, management, and ownership of jointly developed IP.

7. Enforcement of Intellectual Property Rights

- CBH shall take appropriate measures to enforce its IP rights and protect against infringement or unauthorized use by third parties. This may include legal action, cease-and-desist notices, and other remedies available under applicable laws and regulations.

8. Training and Awareness

- All employees and contractors shall receive training and awareness programs on IP rights, including the importance of protecting and respecting IP assets, their obligations regarding confidentiality, and the procedures for reporting IP-related issues or concerns.

9. Policy Compliance

- Non-compliance with this Intellectual Property Policy may result in disciplinary action, up to and including termination of employment or contractual relationship. Employees and contractors are expected to adhere to the guidelines and procedures outlined in this policy to ensure the protection and appropriate use of IP assets.

10. Policy Review and Updates

- This Intellectual Property Policy will be reviewed periodically to ensure its effectiveness, relevance, and alignment with changing business needs and legal requirements. Updates to the policy will be communicated to all relevant stakeholders and employees.

CBH is committed to protecting and managing its intellectual property assets in the PPP sector to foster innovation, competitiveness, and sustainable growth. By adhering to the principles and procedures outlined in this Intellectual Property Policy, we aim to safeguard our IP rights, promote responsible IP management, and maximize the value of our innovations for the benefit of the company and its stakeholders.

Communications Policy

1. Introduction

The Communications Policy of CBH establishes guidelines and procedures for effective and professional communication within the Public-Private Partnership (PPP) sector. This policy aims to ensure clear, consistent, and timely communication with internal and external stakeholders to support the company's objectives and foster positive relationships.

2. Objectives

- **Transparency:** Promote transparency by providing accurate and timely information to stakeholders regarding company activities, initiatives, and performance in the PPP sector.
- **Consistency:** Maintain consistency in messaging and branding across all communication channels to reinforce the company's identity, values, and objectives.
- **Accessibility:** Ensure that communication channels and materials are accessible to all stakeholders, including employees, clients, partners, investors, regulators, and the public.
- **Engagement:** Encourage active engagement and participation of stakeholders through open dialogue, feedback mechanisms, and collaborative communication initiatives.

3. Internal Communication

- **Channels:** Utilize a variety of communication channels, including email, intranet, meetings, newsletters, and collaboration platforms, to facilitate effective internal communication among employees, departments, and management.
- **Timeliness:** Ensure timely dissemination of important announcements, updates, policies, and procedures to employees to keep them informed and engaged in company activities.
- **Clarity:** Communicate messages clearly and concisely, using language that is easy to understand and relevant to the audience. Avoid jargon, technical terms, or ambiguous language that may cause confusion.
- **Feedback Mechanisms:** Establish feedback mechanisms, such as suggestion boxes, surveys, or town hall meetings, to encourage employees to provide input, share ideas, and raise concerns regarding company policies, processes, and initiatives.

4. External Communication

- **Media Relations:** Designate authorized spokespersons to interact with the media on behalf of the company, ensuring that all media inquiries are handled professionally, accurately, and in accordance with company policies and procedures.
- **Public Relations:** Develop and implement public relations strategies to enhance the company's reputation, visibility, and brand image in the PPP sector. Coordinate public relations activities, such as press releases, interviews, events, and sponsorships, to effectively communicate key messages and achievements to external stakeholders.
- **Client and Partner Communication:** Maintain regular communication with clients, partners, and stakeholders involved in PPP projects to provide project updates, address concerns, and solicit feedback. Foster strong relationships through proactive communication and responsiveness to client needs and expectations.

5. Digital Communication

- **Website:** Maintain an informative and user-friendly website that serves as a central hub for accessing company information, news, resources, and contact details. Ensure that the website is regularly updated with relevant content and complies with accessibility standards.
- **Social Media:** Manage official social media accounts to engage with stakeholders, share relevant content, and promote the company's brand and initiatives. Adhere to established social media guidelines and policies to maintain professionalism and consistency in communication.
- **Email and Electronic Communication:** Use secure and professional email communication for conducting business-related correspondence, sharing documents, and collaborating with internal and external stakeholders. Exercise caution when handling sensitive information and adhere to data protection policies.

6. Crisis Communication

- **Response Plan:** Develop a crisis communication plan outlining procedures for responding to emergencies, incidents, or adverse events that may impact the company's reputation or operations in the PPP sector. Designate a crisis communication team responsible for managing communication during crises.
- **Transparency and Accountability:** During a crisis, prioritize transparency, honesty, and accountability in communication with stakeholders. Provide timely updates, accurate information, and clear instructions to address concerns, mitigate risks, and restore trust and confidence.

7. Compliance and Monitoring

- **Compliance:** Ensure that all communication activities and materials comply with applicable laws, regulations, industry standards, and company policies, including intellectual property rights, privacy regulations, and anti-spam laws.
- **Monitoring and Evaluation:** Monitor communication activities and their effectiveness through metrics such as audience reach, engagement, feedback, and response rates. Evaluate communication strategies and tactics regularly to identify areas for improvement and optimize performance.

8. Policy Review and Updates

- This Communications Policy will be reviewed periodically to ensure its effectiveness, relevance, and alignment with changing business needs, technological advancements, and regulatory requirements. Updates to the policy will be communicated to all relevant stakeholders and employees.

CBH is committed to maintaining effective and professional communication practices in the PPP sector to enhance transparency, engagement, and stakeholder relationships. By adhering to the principles and procedures outlined in this Communications Policy, we aim to promote collaboration, trust, and positive outcomes in our interactions with internal and external stakeholders.

The CBH Remote Work Policy

1. Introduction

This Remote Work Policy outlines the guidelines and procedures for employees of CBH operating in the Public-Private Partnership (PPP) sector who work remotely either partially or fully. Remote work offers flexibility and can enhance productivity, but it also requires clear expectations, communication, and adherence to company policies.

2. Eligibility

- **Remote Work Eligibility:** Employees may be eligible for remote work arrangements based on job responsibilities, performance, and suitability of tasks for remote work. Not all positions may be suitable for remote work, and eligibility will be determined by management.
- **Performance Criteria:** Employees must demonstrate a record of reliability, accountability, and productivity to be considered for remote work arrangements. Performance evaluations may be used to assess eligibility and suitability for remote work.

3. Remote Work Arrangements

- **Partial Remote Work:** Employees may work remotely on a part-time basis, with a combination of remote work and in-office work as agreed upon with their supervisor. The schedule and frequency of remote work days shall be determined based on business needs and job requirements.
- **Full-time Remote Work:** In certain circumstances, employees may be approved for full-time remote work arrangements, where they work remotely for the majority or entirety of their scheduled work hours. Full-time remote work arrangements shall be subject to approval by management.

4. Work Environment

- **Workspace:** Remote employees are responsible for establishing a suitable workspace at their designated remote location, free from distractions and conducive to productivity. Employees must ensure a safe, comfortable, and ergonomic workspace and comply with health and safety guidelines.
- **Equipment and Technology:** CBH may provide remote employees with necessary equipment, such as laptops, monitors, and peripherals, to facilitate remote work. Employees are responsible for maintaining company-issued equipment and complying with IT security policies.

5. Communication and Collaboration

- **Availability:** Remote employees must maintain regular availability during designated work hours and be accessible through email, phone, messaging platforms, and other communication channels as required. They are expected to respond promptly to messages and requests from colleagues and supervisors.
- **Meetings and Collaboration:** Remote employees are encouraged to participate actively in virtual meetings, video conferences, and collaboration platforms to stay connected with team members, share updates, and collaborate on projects effectively.

6. Performance and Productivity

- **Performance Expectations:** Remote employees are accountable for meeting performance expectations and deliverables outlined in their job descriptions and performance goals. Supervisors will monitor performance and provide feedback to ensure productivity and quality of work.
- **Time Tracking:** Remote employees may be required to track their work hours accurately using time-tracking tools or software. They are expected to adhere to scheduled work hours and take appropriate breaks as outlined in company policies.

7. Security and Confidentiality

- **Information Security:** Remote employees must adhere to company information security policies and procedures to protect sensitive and confidential information. They are responsible for securing company data, devices, and communications in accordance with IT security guidelines.
- **Confidentiality:** Remote employees must maintain the confidentiality of company information and adhere to non-disclosure agreements (NDAs) and confidentiality obligations. They must ensure that work materials are stored securely and accessed only by authorized individuals.

8. Compliance with Policies

- **Policy Adherence:** Remote employees are expected to comply with all company policies, including those related to code of conduct, ethics, data protection, and remote work. Failure to comply with policies may result in disciplinary action.

9. Health and Well-being

- **Work-Life Balance:** Remote employees are encouraged to maintain a healthy work-life balance and establish boundaries between work and personal life. They should prioritize self-care, take regular breaks, and manage their workload effectively to avoid burnout.
- **Support Resources:** CBH may provide remote employees with access to resources and support services, such as employee assistance programs (EAPs), mental health resources, and wellness initiatives, to promote well-being and resilience.

10. Policy Review and Updates

- This Remote Work Policy will be reviewed periodically to ensure its effectiveness, relevance, and alignment with changing business needs, technological advancements, and regulatory requirements. Updates to the policy will be communicated to all relevant stakeholders and employees.

CBH recognizes the benefits of remote work arrangements in enhancing flexibility, productivity, and employee satisfaction within the PPP sector. By adhering to the guidelines and procedures outlined in this Remote Work Policy, we aim to support remote employees, maintain operational effectiveness, and foster a culture of trust, communication, and collaboration in remote work environments.

The CBH Quality Assurance Policy

Canada Business Holdings Company, operates in the Public-Private Partnership (PPP) field, is committed to providing high-quality services and products to our clients, stakeholders, and partners. We recognize that maintaining quality is fundamental to our success and reputation in the industry. This Quality Assurance Policy outlines our commitment to quality across all aspects of our operations.

1. Commitment to Quality

- Our Holding Company is dedicated to delivering services and products that meet or exceed the expectations of our clients and stakeholders.
- We strive to continually improve the quality of our processes, products, and services through innovation, feedback, and best practices.
- Every employee is responsible for upholding the standards of quality in their respective roles and activities.

2. Compliance

- We adhere to all relevant legal and regulatory requirements in the jurisdictions where we operate.
- Our operations comply with industry standards, guidelines, and best practices.
- We are committed to ethical business practices and transparency in all our dealings.

3. Customer Focus

- We place our clients and stakeholders at the center of our operations.
- Understanding and fulfilling their needs and expectations is paramount to our success.
- We actively seek feedback from our clients and stakeholders to continually improve our offerings.

4. Process Improvement

- We implement a systematic approach to quality management, focusing on prevention, detection, and correction of issues.
- Continuous process improvement is ingrained in our culture, and we encourage employees at all levels to identify areas for enhancement.
- Regular review and evaluation of processes are conducted to ensure effectiveness and efficiency.

5. Training and Development

- We invest in the training and development of our employees to ensure they possess the necessary skills and knowledge to deliver high-quality outcomes.
- Employees are provided with ongoing opportunities for professional growth and learning.

6. Relationships with Suppliers and Partners

- We select suppliers and partners based on their ability to meet our quality standards and commitment to excellence.
- We maintain open and collaborative relationships with our suppliers and partners to ensure mutual success.
- Regular assessments of supplier and partner performance are conducted to uphold quality standards.

7. Risk Management

- We identify, assess, and mitigate risks that could impact the quality of our operations, products, or services.
- Risk management practices are integrated into our decision-making processes to safeguard quality.

8. Communication and Transparency

- Clear and transparent communication is essential to maintaining quality throughout our organization.
- We promote open dialogue among employees, clients, stakeholders, and partners to foster trust and collaboration.

9. Monitoring and Review

- We establish key performance indicators (KPIs) to measure and monitor the effectiveness of our quality management system.
- Regular reviews and audits are conducted to ensure compliance with our Quality Assurance Policy and identify areas for improvement.

Our Holding Company is committed to maintaining the highest standards of quality in all aspects of our operations. By adhering to this Quality Assurance Policy and continually striving for excellence, we aim to deliver superior value to our clients, stakeholders, and partners in the PPP field.

The CBH Policy on the Business Commitment to Environmental, Social, and Governance (ESG)

1. Purpose and Scope

At Canada Business Holdings Inc. we recognize the significance of Environmental, Social, and Governance (ESG) principles in promoting sustainable and responsible business practices. This policy outlines our commitment to integrating ESG considerations into our decision-making processes and daily operations. This policy applies to all employees, contractors, and stakeholders associated with Canada Business Holdings Inc.

2. Environmental Responsibility

2.1 Energy Efficiency and Conservation

Canada Business Holdings Inc. is committed to minimizing its environmental footprint by implementing energy-efficient practices and promoting conservation measures.

2.2 Waste Management

We will strive to reduce, reuse, and recycle materials to minimize waste generation and actively seek sustainable waste disposal methods.

2.3 Sustainable Supply Chain

We will collaborate with suppliers who share our commitment to environmental sustainability, promoting responsible sourcing and reducing the environmental impact of our supply chain.

3. Social Responsibility

3.1 Employee Well-being

Canada Business Holdings Inc. is dedicated to fostering a positive and inclusive work environment that prioritizes the well-being, health, and safety of our employees.

3.2 Diversity and Inclusion

We are committed to maintaining a diverse and inclusive workplace that respects and values the unique perspectives and contributions of every individual.

3.3 Community Engagement

Canada Business Holdings Inc. will actively participate in community development initiatives, contributing to the welfare and development of the communities in which we operate.

4. Governance and Ethics

4.1 Ethical Conduct

We will uphold the highest standards of ethical conduct in all business activities, ensuring transparency, integrity, and fairness in our decision-making processes.

4.2 Compliance

Canada Business Holdings Inc. is committed to complying with all applicable laws, regulations, and industry standards, reflecting our dedication to legal and regulatory responsibility.

4.3 Stakeholder Engagement

We will engage with our stakeholders transparently, seeking their input, and considering their perspectives in our decision-making processes.

5. Reporting and Accountability

5.1 Reporting Mechanisms

Canada Business Holdings Inc. will regularly communicate its ESG performance through annual reports, disclosing relevant metrics and progress toward ESG goals.

5.2 Accountability

All employees are responsible for understanding and adhering to this policy. The executive leadership team will oversee the implementation and effectiveness of our commitment to ESG principles.

6. Continuous Improvement

Canada Business Holdings Inc. is committed to continuously improving our ESG performance. We will regularly review and update our policies and practices to align with evolving industry standards and best practices.

7. Communication and Training

Canada Business Holdings Inc. will actively communicate this policy to all stakeholders and provide training programs to ensure that employees are aware of their roles in implementing and upholding our commitment to ESG principles.

8. Review and Approval

This policy has been reviewed and approved by Moses Solemon, the Chairman and CEO of CBH Inc on March 11th 2024. It will be subject to periodic review to ensure its ongoing relevance and effectiveness in guiding our commitment to ESG principles.

Canada Business Holdings Inc. is dedicated to promoting sustainability, ethical conduct, and responsible governance to create lasting value for our stakeholders and the communities in which we operate.

The CBH Policy for Confirming the Business Commitment to Ethical Investment

1. Purpose and Scope

The management and staff of Canada Business Holdings Inc recognize the importance of ethical considerations in investment decisions and are committed to integrating ethical principles into our investment practices. This policy outlines our commitment to ethical investment, which encompasses environmental, social, and governance (ESG) factors. This policy applies to all employees, contractors, and stakeholders associated with Canada Business Holdings Inc

2. Ethical Investment Principles

2.1 Environmental Responsibility

Canada Business Holdings Inc. will prioritize investments in environmentally sustainable and responsible projects, avoiding activities that have a negative impact on the environment.

2.2 Social Responsibility

We are committed to investing in projects that contribute positively to society, promote social justice, and respect human rights.

2.3 Governance Integrity

Canada Business Holdings Inc. will only invest in entities that adhere to high standards of corporate governance, transparency, and ethical business practices.

3. Due Diligence and Screening

3.1 ESG Risk Assessment

Prior to making any investment, Canada Business Holdings Inc. will conduct thorough due diligence, assessing the environmental, social, and governance risks associated with the investment.

3.2 Exclusion Criteria

Investments in entities involved in activities that violate our ethical principles, such as child labor, human rights abuses, or environmental degradation, will be excluded from consideration.

4. Stakeholder Engagement

4.1 Dialogue with Investees

Canada Business Holdings Inc. will actively engage with investees to encourage ethical practices, transparency, and continuous improvement in their ESG performance.

4.2 Shareholder Advocacy

We will exercise our shareholder influence to advocate for ethical and sustainable business practices within the companies in which we invest.

5. Reporting and Transparency

5.1 Disclosure of ESG Metrics

Canada Business Holdings Inc. will disclose relevant ESG metrics and information in its financial reports and communications to stakeholders.

5.2 Annual Ethical Investment Report

We will provide an annual report on our ethical investment activities, detailing our approach, impact, and any changes to our ethical investment strategy.

6. Continuous Improvement

Canada Business Holdings Inc. is committed to continuously improving our ethical investment practices. We will stay informed about emerging ethical investment trends and best practices, incorporating them into our investment strategies as appropriate.

7. Compliance and Accountability

All employees involved in investment decisions are responsible for understanding and adhering to this policy. The executive leadership team will oversee the implementation and effectiveness of our commitment to ethical investment.

8. Training and Awareness

Canada Business Holdings Inc. will provide training programs to ensure that employees involved in investment decisions are aware of our ethical investment principles and their role in upholding them.

9. Review and Approval

This policy has been reviewed and approved by [Name], [Title], on [Date]. It will be subject to periodic review to ensure its ongoing relevance and effectiveness in guiding our commitment to ethical investment.

Canada Business Holdings Inc. is dedicated to fostering a sustainable and responsible investment portfolio that aligns with our ethical values, creating long-term value for our stakeholders and contributing to a positive impact on society and the environment.

The CBH Policy for Promoting Peace and Progress in Civic Societies

Promoting peace and progress in civic societies requires a multifaceted approach that addresses various aspects of social, economic, and political life. Here are some key policies and practices that can contribute to achieving these goals:

1. Inclusive Governance:

- Policy: Implement inclusive governance structures that ensure the representation of diverse communities in decision-making processes.
- Practice: Establish mechanisms for regular consultation with community leaders, NGOs, and marginalized groups to address their needs and concerns.

2. Rule of Law and Judicial Independence:

- Policy: Strengthen legal frameworks that uphold human rights, equality, and justice.
- Practice: Ensure the independence of the judiciary, provide ongoing legal education, and promote transparency within the legal system.

3. Social Justice and Equal Opportunities:

- Policy: Develop and enforce anti-discrimination laws and policies.
- Practice: Implement affirmative action programs to address historical inequalities and promote equal access to education, employment, and healthcare.

4. Conflict Resolution and Mediation:

- Policy: Invest in conflict resolution training programs for community leaders and law enforcement.
- Practice: Establish community-based mediation centers to address conflicts at the local level and prevent escalation.

5. Civic Education Programs:

- Policy: Integrate peace education into school curricula.
- Practice: Conduct awareness campaigns to promote civic engagement, tolerance, and understanding of diverse cultures.

6. Media Literacy and Responsible Journalism:

- Policy: Develop media literacy programs at schools and community centers.
- Practice: Encourage responsible journalism that promotes unbiased reporting, fact-checking, and ethical reporting standards.

7. Community Building Initiatives:

- Policy: Support community-building programs that celebrate diversity and foster social cohesion.
- Practice: Organize cultural events, interfaith dialogues, and community service projects to strengthen community ties.

8. Conflict Prevention Strategies:

- Policy: Establish early warning systems for potential conflicts.
- Practice: Invest in community policing, conflict resolution training, and initiatives that address the root causes of conflicts.

9. Sustainable Development Policies:

- Policy: Align development policies with sustainable development goals (SDGs).
- Practice: Implement eco-friendly and inclusive development projects that prioritize environmental sustainability and social equity.

10. Technology and Innovation for Social Good:

- Policy: Foster a conducive environment for technological innovation.
- Practice: Promote technology-driven solutions for social issues, such as digital inclusion, e-governance, and access to online education.

11. Economic Policies for Inclusive Growth:

- Policy: Implement economic policies that prioritize inclusive growth.
- Practice: Support small and medium-sized enterprises (SMEs), provide vocational training, and create job opportunities for marginalized communities.

12. Monitoring and Evaluation:

- Policy: Establish robust monitoring and evaluation systems.
- Practice: Regularly assess the impact of policies and programs on peace, progress, and societal well-being, and adapt strategies accordingly.

The policies and practices will be context-specific, considering the unique challenges and opportunities of each civic society depending on the global cultural diversity. The involvement of the community is important in the policy-making process and maintaining a durable commitment to implement the policies well and for ensuring the continuous improvement.

The CBH Corporate Standing on Condemning Violence, Terror, and Military Wars

Canada Business Holdings Inc. stands unwaveringly committed to fostering a world that rejects violence, terrorism, and military wars as means of resolving conflicts. We condemn acts that threaten the sanctity of human life, jeopardize peace, and undermine the well-being of communities around the globe.

1. Commitment to Peaceful Resolution

We firmly believe in the power of dialogue, understanding, and diplomacy to address conflicts and build a harmonious world. As a responsible corporate citizen, we pledge to contribute to the advancement of peaceful resolutions and to actively promote dialogue as the primary method of conflict resolution.

2. Rejection of Terrorism

Canada Business Holdings Inc. unequivocally condemns all forms of terrorism, recognizing the profound impact such acts have on individuals, families, and societies. We stand against any use of violence to instill fear, harm innocent lives, or achieve political or ideological objectives.

3. Opposition to Military Wars

The devastating consequences of military wars on human lives, infrastructure, and the environment are undeniable. Canada Business Holdings Inc. opposes military conflicts and advocates for the exploration of alternative, non-violent methods to address disputes and promote global stability.

4. Humanitarian Values

We uphold the principles of humanitarianism and compassion, expressing our solidarity with those affected by violence and wars. Canada Business Holdings Inc. is committed to supporting humanitarian efforts that provide relief, assistance, and rehabilitation to victims of conflict.

5. Responsible Supply Chain Practices

In our operations and business relationships, Canada Business Holdings Inc. is dedicated to ensuring that our supply chain is free from any involvement in the production or distribution of weapons, ammunition, or any materials that could contribute to violence or conflict.

6. Advocacy for Peaceful Solutions

We actively engage with stakeholders, industry peers, and the wider community to advocate for peaceful solutions to global challenges. Canada Business Holdings Inc. is committed to using its influence to encourage ethical behavior, responsible leadership, and the pursuit of peace.

7. Advocating for the Protection of Woman, Children, and Disabled in Conflicts

We actively advocate the pursuit of peace and ensuring the protection of the vulnerable segments and classes in any civic society during armed conflicts. Such include the women, children, the disabled, the elderly and senior citizens, the terminally ill patients and the like. All warring sides are encouraged to demonstrate the best devours in protecting and non-targeting such classes and ensuring a secure and safe passage to safety towards a peaceful ground and/or lands.

8. Educational Initiatives

Canada Business Holdings Inc. recognizes the importance of education in fostering a culture of peace and understanding. We commit to supporting educational initiatives that promote tolerance, inclusivity, and conflict resolution skills.

9. Continuous Evaluation and Improvement

We understand that the pursuit of peace is an ongoing effort that requires continuous evaluation and improvement. Canada Business Holdings Inc. will regularly assess its practices, policies, and partnerships to ensure alignment with our commitment to peace and non-violence.

10. Review and Renewal

This corporate statement has been reviewed and endorsed by Moses Solemon, Chairman and CEO, on March 11th, 2024. It will be subject to periodic review to reaffirm our commitment and to incorporate any necessary updates in response to the evolving global landscape.

At Canada Business Holdings Inc. we believe that sustainable success is intricately linked to the well-being of the global community. By steadfastly opposing violence, terrorism, and military wars, we aim to contribute to a world where peace, understanding, and collaboration prevail.

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