

Contest Rules

1. Contest description

The goal of the contest is to recognize exceptional individuals in the Quebec public administration and public service and a member of the *Fédération interprofessionnelle de la santé du Québec* (FIQ) or the *Fédération interprofessionnelle de la santé du Québec Secteur privé* (FIQP); these individuals must stand out in their community by improving the quality of life of fellow citizens or colleagues. Members of the general public are invited to complete an online form to nominate a person in one of the five categories described in point 4.

2. Contest Organizer

The La Capitale – Recognition Award – 2021 Public Service Personality contest is held and organized by La Capitale Financial Group Inc. (La Capitale or the Contest Organizer)

3. Contest Period

The contest will be held in Quebec from 12:01 a.m. ET on September 8, 2020 to 11:59 p.m. ET on February 8, 2021 (the Contest Period).

4. How to enter

Participation in this contest is free, with no purchase necessary.

To participate, individuals must satisfy the specific eligibility conditions for the targeted sector and the other conditions set out in these contest rules.

Individuals age 18 or over who are residents of the province of Quebec (excluding La Capitale employees and representatives who sell products on behalf of La Capitale and its subsidiaries) are invited to nominate an exceptional person who is actively employed in one of the following sectors:

- Sector 1: Ministries, public or parapublic agencies and crown corporations
- Sector 2: Public health and social services
- Sector 3: Special prize awarded to a member of the FIQ or the FIQP
- Sector 4: The public education system
- Sector 5: Municipal

To nominate a candidate, participants may use the online nomination form available at lacapitale.com/recognition.

Participants may nominate more than one person, but may not nominate themselves.

5. Eligibility conditions

Individuals eligible for nomination in the contest for categories 1, 2, 4 or 5 must:

- Be a resident of the province of Quebec
- Be age 18 or over when nominated
- Be an active Quebec public administration or public service employee (employed by a ministry, public or parapublic agency, the education sector, the health and social services sector or a municipality)
- Not have been found guilty of a penal or criminal offence or awaiting a decision regarding such an offence at the time of nomination, if this offence is contrary to the spirit or criteria of the contest or might have a negative impact on La Capitale's reputation

Individuals eligible for nomination in the contest for category 3 must:

- Be a resident of the province of Quebec
- Be age 18 or over when nominated
- Be a member of the FIQ or the FIQP when nominated and when the prize is awarded

- Not have been found guilty of a penal or criminal offence or awaiting a decision regarding such an offence at the time of nomination, if this offence is contrary to the spirit or criteria of the contest or might have a negative impact on La Capitale's reputation

For all categories of the contest, it must be demonstrated that nominees provide exceptional service to the public by contributing to the improvement of the quality of life of others (citizens or colleagues), according to the following four criteria:

1. **People-first attitude (25%)**

They prioritize the well-being of people by demonstrating respect and empathy

2. **Commitment (25%)**

They take an active role in improving the lives of others and apply the values of mutual aid and solidarity in their milieu

3. **Exceptional dedication and initiative (25%)**

They are a role model to others due to their actions and initiatives that go above and beyond

4. **Results (25%)**

The nominees' actions make a difference in their milieu and produce concrete results

6. Prize details

One prize winner per sector will be selected from the nominations received, for a total of five prize winners:

Each winner will receive a cash prize of \$2,500.

Total value of prizes: \$12,500

Prizes cannot be refunded, transferred, redeemed for cash or assigned.

7. Winners

- 7.1** A panel will review the submissions received to determine whether they are eligible and meet the criteria. At the end of the contest period, a jury will select a winner for each of the five (5) categories.

La Capitale reserves the right to not award a prize for a particular category if the nominations do not meet the criteria of these rules.

- 7.2** The review panel is responsible for ensuring that all submissions meet the requirements set out in these rules prior to selection jury deliberations.

The composition of the review panel is at La Capitale's sole discretion.

- 7.3** The selection jury members will be representatives of La Capitale and members of the public service, preferably one for each major sector.

The jury will be chaired by a member of La Capitale's senior management.

The jury is responsible for determining the winners based on the criteria specified in point 5. Each of the four criteria is worth 25% when considering the nominations.

The composition of the selection jury is at La Capitale's sole discretion.

- 7.4** The winners will be contacted personally by La Capitale.
- 7.5** Only the winners will be contacted.
- 7.6** All decisions made by the jury members are final and without appeal.

8. Producing a video and other images

The winners will be contacted to participate in the shooting of a video in February or March 2021. The video will be posted on social media to promote the contest.

The winners will receive prior notification of the schedule of a photo shoot to which they will also be invited.

9. Exclusions

- 9.1** Employees, mandataries, directors and representatives of La Capitale Financial Group Inc. and its subsidiaries, and individuals residing at the same addresses, may not enter the contest.
- 9.2** This contest is not open to financial security advisor partners of La Capitale Financial Services Inc., agents and financial security advisors of La Capitale Financial Security, affiliated agents of La Capitale General Insurance Inc. and any individuals residing at the same addresses as the individuals mentioned above.
- 9.3** This contest is not open to review panel and jury selection members and any individuals residing at the same addresses as them.
- 9.4** This contest is not open to middle managers or senior managers in the Quebec public administration and civil service.

10. General conditions

- 10.1** To be declared a winner, the participants must:
 - Be reached by telephone or email by La Capitale to discuss prize delivery arrangements within 10 business days of being selected. To avoid being disqualified, be reached in no more than two attempts and return the Contest Organizer's call within 15 days.
 - Confirm that they meet the eligibility conditions and other requirements of these contest rules.

- Sign a consent form for the video and photo shoots to be sent to them by La Capitale. The form, marked “La Capitale Recognition Award – 2021 Public Service Personality Contest,” must be returned to La Capitale within three business days following receipt, using one of the following methods:
 - by mail to 625 Jacques-Parizeau St, PO Box 16040, Québec QC G1K 7X8
 - by fax to 418 747-7100
 - or by email to dl-caap-communications@lacapitale.com
- Be available for the video shoot in February or in March 2021.
- Pay travel, lodging and meal expenses related to the video shoot.

Failure to comply with any of the above conditions or to accept the prize will result in disqualification of the person selected. In such a case, a new selection process will be held, in accordance with these contest rules, until an eligible person has been chosen and declared a winner. If none of the nominations satisfy the criteria set out under these contest rules and no one is declared a winner within 30 days following the selection of the winners, La Capitale will have the right to cancel the prize.

10.2 Verification – Nominations are eligible, subject to verification by La Capitale. Any submission or submission attempt that is deemed to be fraudulent, illegible, incomplete, or otherwise not in compliance with the rules will be rejected, and will not give entitlement to a nomination form or a prize. La Capitale reserves the right to run a background criminal check on the nominees. La Capitale's decision concerning any aspect of the contest, including but not limited to the eligibility or disqualification of nominations, will be final and without appeal, subject to a decision by the *Régie des alcools, des courses et des jeux du Québec* (RACJ) with regard to any matter under its jurisdiction or by any other competent organization, as applicable.

- 10.3 Disqualification** – La Capitale reserves the right to disqualify any person or cancel one or more entries from a person who enters this contest or tries to do so by any means contrary to these contest rules or which would be unfair to the other participants. La Capitale's decision regarding this aspect of the contest is final and without appeal.
- 10.4 Prize acceptance** – The prize must be accepted as described in these contest rules and is not, in any case, transferable in whole or in part to another person, or redeemable.
- 10.5 Limitation of liability – Use of the prize.** The prize winner releases La Capitale, its advertising and promotional agencies and their employees, agents and representatives from any liability for damage, inconvenience or loss resulting from his or her acceptance or use of the prize. Each selected participant acknowledges that, as of the moment he or she is informed of the prize delivery arrangements, the fulfilment of the obligations related to the prize becomes the entire and exclusive responsibility of the various service and product providers.
- 10.6 Limitation of liability – Operations.** La Capitale, its advertising and promotional agencies and its employees, agents and representatives are not liable for any faulty computer components, software or line of communication, or for the loss or absence of network communication capability, or for any faulty, incomplete, incomprehensible or erased computer or network transmissions that make it difficult or impossible to enter the contest.
- 10.7 Limitation of liability – Registration.** La Capitale, its advertising and promotional agencies and its employees, agents and representatives are not liable for any damage or loss that may be caused, directly or indirectly, in whole or in part, by the downloading of any web pages or software or by the transmission of any information concerning contest participation.

- 10.8 Limitation of liability – Entry.** Persons who enter or attempt to enter this contest release La Capitale, its advertising and promotional agencies, its subsidiaries, employees, agents and representatives from any liability for any damage they may incur as a result of entering or attempting to enter the contest.
- 10.9 Contest modification** – La Capitale reserves the right, at its sole discretion, to cancel, terminate, modify or suspend this contest, in whole or in part, if there is any event or any human intervention that could corrupt or affect the administration, security, impartiality or conduct of the contest as provided for in these contest rules, subject to RACJ approval, if required, or that of any other competent organization, as applicable. In no case may La Capitale, its subsidiaries, its advertising and promotional agencies, the suppliers of products or services related to this contest or La Capitale’s employees, agents and representatives be required to award more prizes or to award any prize other than in accordance with these contest rules.
- 10.10 Notice to entrants – Information disclosure outside of Quebec.** La Capitale and its subsidiaries may be doing business with one or more service providers based outside of Quebec. It is therefore possible that the personal information of participants held by La Capitale may be stored outside of Quebec and governed by the laws of foreign countries or states. By completing these forms, participants tacitly accept such situation.
- 10.11 Authorization** – The prize winner authorizes La Capitale and its representatives to, if required, use his or her name, photograph, image, voice, contact information, place of residence or any statement relating to the prize for advertising purposes, particularly on social media, without any compensation.
- 10.12 Dispute** – Any dispute regarding the organization or conduct of a promotional contest may be submitted to the RACJ for a ruling. Any dispute regarding the awarding of a prize may be submitted to the RACJ only for the purpose of helping the parties reach a settlement.

10.13 Contest rules – The contest rules are available at lacapitale.com/recognitionaward/contest-rules or by writing to the head office of La Capitale Financial Group Inc. at 625 Jacques-Parizeau St, Québec QC G1K 7X8.

10.14 French version – A French version of the rules is available online at lacapitale.com/prixreconnaissance/reglement or by writing to the following address: 625 Jacques-Parizeau St, PO Box 16040, Québec QC G1K 7X8. In the event of a discrepancy between the French and English versions of the rules, the French version will prevail.