



## Anti-SPAM (CASL) Policy

All employees of itec group will act in accordance with Canada's Anti-Spam Legislation (CASL) any time they are sending written communication to clients & candidates. Written communication includes but is not limited to:

- Emails
- Text Messages

**What is CASL?** CASL is an anti-spam law that will apply to all electronic messages (i.e. email, texts) organizations send in connection with a "commercial activity." Its key feature requires Canadian and global organizations that send commercial electronic messages (CEMs) within, from or to Canada to receive consent from recipients before sending messages.

Employees at itec group understand the importance of obtaining express consent from candidates and clients in order to be able to legally contact them in the future. Express consent means that a person has clearly agreed to receive communication from itec group and can be obtained in writing or orally. Express consent must be obtained and properly documented within our internal systems.

Social Media messages sent through Facebook & Twitter do not violate CASL as all messages fall under the umbrella of Express Consent. This would also apply to business marketing sites like LinkedIn, Indeed and Monster. If a person has put their resume on one of these sites with their contact information, they are agreeing to be contacted by you.

In addition to obtaining express consent, all employees agree to give an unsubscribe option in all written communication that they send to candidates and clients. The unsubscribe option should be offered as following:

*\*If you don't wish to receive emails from itec group in the future, please email [unsubscribe@itecgroup.ca](mailto:unsubscribe@itecgroup.ca) \**

The unsubscribe option needs to be offered in all communications, this includes sites like LinkedIn, Indeed. At minimum your communications must include, your name, email, address, phone number and the unsubscribe option.

**Penalties for non-compliance to CASL can affect the individual employee as well as the employer.**

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Employee Name

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Date

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Employee Signature

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Witness