



# Information Bulletin

## Tasting activities for SAQ employees

To all agents

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### Rules and procedures

In the context of **authorizing the participation of SAQ employees** in tasting activities that you organize, the following rules and procedures have been adopted in order to clarify the framework for the activity and to standardize the process in a manner that is fair for everyone.

#### Rules

Tasting activities involving employees at SAQ outlets can be organized by any agency. However, these activities must **be authorized in advance by the Human Resources – Training Department**, and they **must comply with the following conditions**:

- The activity must present an opportunity for employees to **meet the individuals who develop the products** (grape producer, cellar master, distiller, master blender, etc.) and who will be able to answer their questions of a commercial or technical nature. In other words, there must be training objective.
- The organization and presentation of the activity must constitute a **productive opportunity for professional discussion**, and must comply with our [Code of Ethics for Employees](#).
- The majority of the products that are presented must be available **within the network of SAQ outlets**. Furthermore, we request that you serve **a maximum of seven products** per tasting event.
- The activity must take place on Monday, Tuesday, or Wednesday, **after the outlets working hours**, namely after 6:30 p.m.
- As an agency organizer, you **must**:
  - **Have tasting spittoons available** for participants to use.
  - By request of the Human Resources – Training Department, submit an attendance list following the activity.
  - Ensure that the employees are in proper condition to leave the activity safely.



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### Procedures

- You must send the request for authorization to the Human Resources – Training Department at the following address: [formation.exploitation@saq.qc.ca](mailto:formation.exploitation@saq.qc.ca)
- Your request will be evaluated, and a response will be sent to you within five business days following receipt of your request.
- **Once the activity has been authorized**, the details and terms for registering for your activity will be made available to employees through the SAQ intranet. As of that moment only, your representatives may promote the activity directly with our employees.

### Code of Ethics

- If your agency offers employees meals during the activity, **the emphasis must be placed on pairing the products that are presented with the food that is served.** This aspect should constitute a training element, in light of the fact that **questions pertaining to the pairing food and wine are the basis of the majority of advice sought at the outlets.** The value of these meals must be reasonable, and they must not be considered as a gratuity in any manner.
- For reasons of professional ethics, and in compliance with the SAQ's Code of Ethics for Employees, we request that you refrain from giving anything to employees that may be considered a gratuity.
- If any of our employees demonstrate unacceptable behaviour during these activities, please advise us of this in writing, and please provide as much detail as possible.

**Our employees will be officially prohibited from participating in any activity that does not comply with these rules and procedures and/or is not authorized by the Human Resources – Training Department.**

**Note:** Participants will not be paid and will not be reimbursed for their travel time. We will post invitations on our intranet site **once an activity is authorized.** After that, employees who are interested in participating will confirm their plans to attend directly with you. We also recommend that you offer activities outside of Montréal, so that all employees in Québec will have an opportunity to benefit from these enriching experiences.

For more information, please contact the  
**Service d'Assistance aux Relations d'Affaires**  
(Business Relations Assistance Service)  
by e-mail, at [sara@saq.qc.ca](mailto:sara@saq.qc.ca), or by phone, at 514-254-2711.