

Participant Responsibilities

Let's Build Something Amazing Together

Welcome to the JA Company Program!

Over the next few months you'll have the opportunity to launch a real business, make new friends, work alongside business mentors, and discover what you're capable of.

Like any successful company, we all have responsibilities. These expectations aren't here to spoil the fun—they're here to make sure everyone has an incredible experience in a safe, respectful and supportive environment.

Show Up. Pitch In.

Being part of Company Program is about more than just showing up.

Your team is counting on you.

That means:

- Attend meetings regularly
- Arrive on time
- Participate in discussions
- Complete the work you've agreed to do
- Respond to team messages
- Help your teammates succeed

If you're going to miss a meeting, let your mentor and your team know as early as possible.

Everyone has busy lives. Communication matters.

Repeated absences, disappearing from the team, or not contributing may result in your responsibilities being reassigned—or, in some cases, removal from the program.

80% attendance is required in order for program completion and certification. This typically represents 3 unexcused absences over the

duration of the program. What constitutes and unexcused absence is at the discretion of your mentors and JABC. Communication is key.

Transportation to and from program host locations is the responsibility of the participant. Under no circumstances are mentors or JABC staff permitted to provide transportation to the participants.

Respect Comes First

JABC is a place where everyone should feel welcome.

Treat everyone with kindness—even when you disagree.

Listen.

Be encouraging.

Celebrate different ideas and perspectives.

Remember that great companies aren't built by one person—they're built by great teams.

No Bullying. No Harassment. No Exceptions.

Everyone deserves to feel safe.

Bullying, harassment, discrimination or intimidation has no place in Company Program.

Some examples include:

- ✗ making fun of someone
- ✗ spreading rumours
- ✗ excluding people on purpose
- ✗ offensive jokes
- ✗ racist, sexist or homophobic comments
- ✗ unwanted sexual comments
- ✗ threats
- ✗ online harassment
- ✗ creating fake accounts or anonymous messages
- ✗ posting embarrassing photos or videos

Whether it happens at meetings, in group chats, on Discord, Instagram, Snapchat, TikTok, WhatsApp or anywhere connected to Company Program—we treat it the same.

If you see it...

Say something.

If it happens to you...

Tell someone.

Talk to your mentor or reach out to JABC at any time. They will take it seriously.

Think Before You Post

Everything you post online leaves a footprint.

Before you send that message or post that meme, ask yourself:

Would I say this face-to-face?

Would I be okay if my parents, teacher or future employer saw it?

If the answer is "no," don't post it.

Be Professional

You're running a real business.

That means acting professionally.

We expect you to:

- be honest
- be reliable
- keep commitments
- respect mentors
- respect your host organization
- respect shared spaces
- use company money responsibly

Professionalism isn't about wearing a suit.

It's about earning people's trust.

If Something Goes Wrong

Nobody is perfect.

People make mistakes.

Most issues can be solved with a conversation and a chance to improve.

Sometimes we may:

- remind you of expectations
- meet with you to discuss concerns
- involve your parent or guardian
- create an improvement plan

Our goal is to help you succeed.

Serious Behaviour Has Serious Consequences

Some behaviours are too serious to ignore.

Some examples include:

- violence
- bullying
- harassment
- discrimination
- theft
- threats
- vandalism
- drugs or alcohol during program activities
- serious safety concerns

These behaviours and other deemed disruptive to the program may result in immediate removal from the Company Program. Removal is at the discretion of the mentor team and /or JABC staff.

Remember Why You're Here

Company Program is an opportunity.

The effort you put into it determines what you get out of it.

Some students make lifelong friends.

Some discover careers they never considered.

Some win scholarships.

Some even launch businesses that continue after the program ends.

Your mentors, your teammates and the JABC staff are all here to help you succeed.

Bring your ideas.

Bring your curiosity.

Bring your best effort.

We'll help with the rest.

Our Promise

JABC promises to provide a learning environment where everyone feels:

- ✓ Safe
- ✓ Included
- ✓ Respected
- ✓ Encouraged
- ✓ Challenged to grow

In return, we ask you to help create that same environment for everyone else.