

Workplace Violation, Discrimination Harassment & Sexual Harassment Policy

Stolk Construction is committed to providing a safe and healthy workplace free from actual, attempted or threatened violence. Further Stolk Construction is committed to providing a work environment in which all workers are treated with dignity and respect. Workplace harassment or workplace sexual harassment will not be tolerated from any person in the workplace, including but not limited to, customers, clients, other employers, supervisors, workers, and members of the public etc. Stolk Construction is committed to taking all reasonable precautions to prevent workplace violence, workplace harassment, and workplace sexual harassment, including virtually through the use of information and communications technology, for the protection of its employees at the workplace.

Purpose of the Workplace Violence Policy

This policy is intended to:

- Create and foster a work environment free from workplace violence and harassment.
- Provide a definition of workplace violence.
- Establish and detail the responsibilities of all persons in Company workplace(s) to maintain a workplace free of actual, attempted or threatened violence.
- Ensure that incidents of workplace violence are reported to Company management and/or law enforcement as appropriate.
- Ensure that complaints of workplace violence are handled in a timely and equitable manner by the Company.

Scope and Definition of Policy

This policy applies to all Company employees regardless of position or classification. This policy also applies to all persons who attend a Company workplace including, but not limited to, all visitors, contractors, vendors and delivery persons, temporary employees, and students.

For the purposes of this policy, a Company workplace includes all places where Company business occurs and includes all:

- Company buildings (whether owned or leased) and surrounding perimeter including parking lots, sidewalks, and driveways ("Company Grounds").
- Company vehicles.
- Off-site locations where Company business occurs.
- Company-sponsored functions and recreational or social events, whether taking place on Company Grounds or elsewhere.
- Travel for Company business.

Workplace Violence Defined

In this policy, workplace violence includes, but not limited to, the following:

- The use of physical force against or by a worker that causes or could cause physical injury. This includes, but is not limited to, physical acts such as punching, hitting, kicking, damaging property or throwing objects.
- The attempted use of physical force against or by a worker that could have caused physical injury.

- An action or statement (or series of actions or statements) reasonably believed to be a threat of physical harm or as a threat to safety or security in the workplace.
- Bringing a weapon of any kind to a Stolk Construction workplace or possessing a weapon of any kind while carrying out Stolk Construction business or threatening to bring a weapon to a Stolk Construction workplace.

Workplace Harassment & Sexual Harassment, Discrimination Defined

According to the Occupational Health and Safety Act, workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment.

Workplace sexual harassment means:

- engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Workplace harassment is persistent or excessive negative behaviour towards a worker in the workplace. Examples are:

- Engaging in verbal abuse e.g. yelling, name calling, making threats.
- Belittling a worker's opinions.
- Spreading malicious rumours.
- Undermining or sabotaging a worker's work.
- Deliberately ignoring or excluding a worker (silent treatment).

This is the companion policy to the Company's Anti-Discrimination policy regarding prohibited behaviour, which addresses harassment, including conduct that is not covered by the definition of workplace violence but that demeans, embarrasses, humiliates or is known, or ought to be known to be unwelcome.

Harassment may include words, use of social media, gestures, jokes, remarks, innuendo, taunting about a person's body, attire, age, marital status, ethnic or national origin, religion and so on. Harassment extends to incidents occurring at or away from the workplace, during or outside normal working hours when such incidents are employment related.

Examples of harassment include, but are not limited to:

- Remarks, jokes, taunts, or insults about a person or a group of people identified by a Prohibited Ground (i.e., such things as race, colour, place of origin, ancestry, ethnic

- background, gender, creed, disability, etc.).
- The displaying of racist, sexually suggestive or other offensive or derogatory pictures, cartoons or material.
- Insulting gestures or practical jokes based on sexual, racial or ethnic grounds which cause embarrassment or awkwardness.
- Knowingly making a false complaint.
- Insisting that employees only speak English if it does not negatively affect the work being done.
- Making ridiculing, taunting, belittling, humiliating or insulting comments
- Physically intimidating behaviour or threats.
- Use of profane, abusive or threatening language.
- Harassment does not include appropriate direction, evaluation, appraisal or discipline of an employee by a supervisor or manager.

Workplace Harassment is repeated and persistent negative acts towards one or more individuals which involve a perceived power imbalance and creates a hostile work environment. Workplace harassment can include, social isolation, personal attacks on a person's private life or personal attributes, over monitoring of work, intentionally withholding information required for the performance of the job, rumours, excessive criticism, verbal aggression, withholding job responsibilities and the inappropriate use of social media. Bullying extends to incidents occurring at or away from the workplace, during or outside normal working hours provided such incidents are employment related, including virtually through the use of information and communications technology.

Reasonable action taken by the employer or supervisor relating to the management and direction of the workplace is not workplace harassment. For example: providing workers with daily work schedule, work instruction on how to complete tasks or re-work, addressing performance.

Zero Tolerance

Stolk Construction values the health and safety of its employees and expects that its workplace(s) will be free of workplace violence and/or harassment. Stolk Construction will not tolerate incidents of workplace violence and/or harassment perpetrated against or by any employee, customer, vendor, contractor, visitor or any other person at the workplace or involved in Stolk Construction business.

Every person at a Stolk Construction workplace is responsible for acting in compliance with this policy. With respect to acts of workplace violence and harassment, as defined in this policy, Stolk Construction may, where appropriate:

- Remove the perpetrator from a Stolk Construction workplace by security or the police
- Discipline any employee, up to and including dismissal, and/or report the conduct to the police; and
- Report the conduct of any other person to their employer, supervisor and/or principal and/or to the police

All physical assaults involving an employee or occurring at a Stolk Construction workplace will be reported to the police. All other incidents or threats of workplace violence will be reported as appropriate.

Responsibilities

The Company

- To take reasonable preventative measures to protect employees and others in Company workplaces from workplace violence
- To ensure that a workplace violence assessment is conducted
- To develop procedures to address the workplace violence risks identified in the violence assessment
- To ensure that all employees are trained in this policy. New Hires are trained at Orientation, the Company will also hold annual training
- To post this policy in a conspicuous place in the workplace
- To ensure that this policy is communicated to contractors and other persons who attend Company workplaces
- To establish a process for reporting and responding to incidents of workplace violence
- To ensure the process for reporting and responding to incidents of workplace violence & harassment is communicated, maintained and followed; and
- To ensure that this policy is reviewed at least annually

Managers and Supervisors

- To understand and abide by the requirements of this policy
- To communicate and review this policy with the employees they supervise or manage
- To verify that all contractors and others who attend Company workplaces are aware of this policy
- To adequately train employees in Company procedures that address the workplace violence risk(s) applicable to the employee
- To encourage employees to report complaints or incidents of workplace violence & harassment
- To respond to all complaints or incidents of workplace violence & harassment in a professional manner appropriate for the circumstances of the complaint or incident
- To promptly report all complaints or incidents of workplace violence & harassment they receive or witness to their immediate supervisor, who will meet with Human Resources for resolution steps

Employees (Including Managers and Supervisors)

- To comply with this policy at all times to protect themselves and others in the workplace from workplace violence & harassment
- To immediately notify their supervisor or other designated person of any incident of workplace violence & harassment whether the notifying worker is the victim or not. In the case of an extreme or imminent threat of physical harm to themselves or any person from workplace violence, the worker should contact the police
- To participate in training regarding this policy and Company procedures directed at workplace violence risks in the workplace, and workplace harassment; and
- To fully cooperate in any investigation of complaints or incidents of workplace violence & harassment or breaches of this policy

Domestic Violence - Outside of The Workplace

Any employee experiencing violence outside of the workplace, including but not limited to domestic, social media platforms (Facebook, twitter, text messages, etc.) that may create a risk of danger to themselves or others in the workplace, is encouraged to report such violence firstly to the local police department and to management so that reasonable preventive steps can be initiated as appropriate in the circumstances.

Reporting and Investigating Workplace Violence/Harassment

Reporting threats of workplace violence/harassment:

- All incidents or workplace violence/harassment or reprisal must be immediately reported to management or the Human Resources Manager. If management or HR Manager is the harasser, the employee may report to the President or any member of the Joint and Health Safety Committee.
- Any person subjected to workplace violence should go to a safe location at the workplace and report the incident to their supervisor, a Company supervisor or manager, the Human Resources Manager, Controller, or any member of the Joint and Health Safety Committee so that the incident can be investigated and addressed.
- If the police have not previously been summoned, management or the Human Resources Manager will report all physical assaults to the police. All other incidents of threats of workplace violence will be reported to police as appropriate.
- If an incident of workplace violence involves a person who is not an employee of the Company, Company management or the Human Resources Manager will report the incident to the employer and/or such other person as the Company determines is appropriate in the circumstances.
- **Steps to file your report:** workers can report incidents or complaints of workplace harassment verbally, by text or email - followed by a written report.
- When reporting verbally, the reporting contact, along with the worker complaining of harassment, will fill out the complaint form.
- **Information required:**
 - Name(s) of the worker who has allegedly experienced the workplace harassment and contact information (Complainant)
 - Name of the alleged harasser(s), position and contact information (if known) (Respondent)
 - Names of the witness(es), if any, or other person(s) with relevant information to provide about the incident, if any, and contact information, if known.
 - Details of what happened including date(s), frequency, and location(s) of the alleged incident(s). Any supporting documents the worker who complains of harassment may have in their possession that are relevant to the complaint.
 - List any documents a witness, another person or the alleged harasser may have in their possession that are relevant to the complaint.
- **Confidentiality:** All incidents or complaints of workplace harassment shall be kept confidential except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law. Breach of confidentiality shall result in disciplinary action, up to and including suspension or immediate dismissal of employment. To ensure confidentiality of all information and

documents inherent in the matter, information pertaining to the complaint shall be stored at Human Resources.

Investigation

How and when investigations will be conducted - Most investigations at the Company will be conducted internally. In complex or sensitive situations, an external investigator may be required.

Investigations will:

- Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances.
- Be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations.
- Be sensitive to the interests of all parties involved and maintain confidentiality.
- Be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses.
- Incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process.

Investigation inclusions - Investigations will include interviews with the complainant and alleged harasser and any witnesses. If the complainant and alleged harasser agree on what happened, then the Company will not investigate any further, and will determine what corrective action to take. The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

Roles and responsibilities - The Department Manager/Supervisor and Human Resources Manager are responsible for ensuring workplace investigation procedures are followed. The Department Manager/Supervisor/Human Resources Manager will conduct investigations and provide a written report with conclusions to the President and department Manager.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the President and Department Manager.

Follow-up - The complainant and respondent will be advised in writing of the investigation findings by the Human Resources Manager within a 90 day period. Following an investigation, the Human Resources Manager will review and revise workplace procedures to prevent any future incidents in the workplace. Appropriate corrective actions and/or disciplinary actions will be rendered.

Record-keeping requirements - The Human Resources Manager will maintain records of the investigation including: a copy of the complaint or details about the incident; a record of the investigation including notes; a copy of the investigation report, a summary of the results of the investigation that was provided to the worker who allegedly experienced the workplace harassment and the alleged harasser, if a worker of the employer, a copy of any corrective action taken to address the complaint or incident of workplace harassment.

All records of the investigation will be kept confidential. The investigation documents, including this report should not be disclosed unless necessary to investigate any incident or complaint of workplace harassment, take corrective action or otherwise as required by law.

Records will be kept for a period of 18 months.

No Reprisal

Workplace violence and this policy are serious matters. This policy prohibits reprisals against employees who have made good faith complaints or provided information regarding a complaint or incident of workplace harassment. Employees who engage in reprisals or threats of reprisals may be disciplined up to and including dismissal from employment.

Reprisal includes:

- Any act of retaliation that occurs because a person has complained of or provided information about an incident of workplace violence.
- Intentionally pressuring a person to ignore or not report an incident of workplace violence.
- Intentionally pressuring a person to lie or provide less than full cooperation with an investigation of a complaint or incident of workplace violence.

An employee who makes a false complaint or otherwise abuses this policy may be disciplined up to and including dismissal from employment. Such discipline is not a reprisal or breach of this policy.