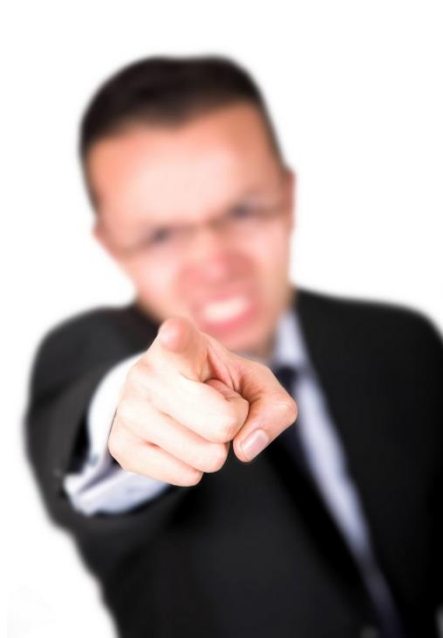


Workplace **Bullying** and **Harassment** Policy



This policy exists due to legal compliance issues, for the benefit of the company, and for the health, safety, and long-term well-being of all employees. The rules set out below form the basis of the procedures to be followed, and all staff have an obligation to apply mutual respect in all aspects of their activities to all persons they are in contact with on behalf of the company.

It is strict company policy that bullying and harassment will not be tolerated in the workplace. Bullying and harassment includes any inappropriate conduct or comment towards another person that a person knows or ought to know would cause the target to be humiliated or intimidated.

Bullying and Harassment can be:



- Threats - verbal or physical
- Cyber-bullying
- Demeaning language or gestures
- Teasing and/or practical jokes
- Unwanted physical contact
- Physical or sexual assault
- Unwanted comments
- Unnecessary cruel behaviour
- Repeated insults or criticism
- Unreasonable demands
- Unrealistic timelines
- Yelling, name calling, blaming
- Demeaning comparisons
- Other similar unwanted activities

What is Bullying?

Bullying may involve the following, in person or via cyber-bullying:

- Unnecessary yelling, screaming, or raising of the voice
- Unnecessary cruel or hostile behavior toward the target
- Continuous criticism without any positive intent

- Unfair blaming of the target for mistakes
- Making unreasonable performance demands or repeated unnecessary communications
- Repeated insults or demeaning statements, spreading rumors
- Repeated threats to penalize or remove privileges or restrict opportunities
- Dismissing the target's accomplishments
- Bullying can be physical, verbal, or psychological
- Threats of, or actual physical violence
- Calling someone names other than their own, or referring to them by physical or mental attributes

ALL INCIDENTS MUST BE REPORTED AND WILL BE INVESTIGATED ACCORDING TO COMPANY PROCEDURES

What is Harassment?

Harassment is a form of discrimination which involves conduct, gestures, or comments which are insulting, hurtful, humiliating, degrading, or otherwise offensive and which cause a hostile or intimidating work environment. Harassment based on a person's characteristics such as background, race, color, or religious values is prohibited by human rights regulations and may constitute a legal offence. Harassment includes:

- Humiliating initiation practices or 'hazing'
- Unwelcome jokes or teasing about person's personal characteristics or activities
- Practical jokes intended to demean
- Unwanted or unnecessary physical touching such as patting, pinching, brushing against, or being too close physically
- Unwanted comments, conduct, gestures, or attention of a sexual nature
- Physical or sexual assault

The Effects on Our Company:

-  Health & Safety
-  Mental Stress
-  Morale
-  Violence
-  Absenteeism
-  Suicide
-  Family life
-  Job security

The High Costs of Bullying and Harassment to Everyone

Bullying and harassment adversely affects our company in the following ways:

1. Occupational health and safety is seriously affected and accidents and near-misses increase, threatening profit and jobs.
2. Workplace morale, productivity, concentration on job tasks, customer relations and quality control all plummet, sick days go way up, and suddenly no one wants to come

to work any longer – it's no longer an enjoyable place to be. Then we start to lose people.

3. Staff family life and sleeping patterns seriously degrade and family members develop problems.
4. There is a high potential for legal action.

Reporting Procedures

Persons who feel they are the target of bullying or harassment or observe such behavior directed toward other persons are required to report the incident(s) in a timely manner to their immediate supervisor. If you are not comfortable reporting to your immediate supervisor then the report should be made to a higher-level manager, management, or if necessary, to the local regulatory authority. All reported incidents will be investigated in a manner which protects the privacy of all individuals. All staff and contractors are required to fully apply and comply with this workplace policy and to take all reasonable steps to prevent or minimize bullying and harassment, report observed violations, and to participate in any training or information sessions offered.



If You Are a Target:

- Try to stay calm, and tell the bully what behavior was inappropriate
- Make it clear the behavior is unacceptable
- Do not attempt to respond or retaliate
- Report the incident** to the appropriate manager



If a Co-worker Complains:

- Listen to their complaint and offer support
- Document details (date, persons, activity, witnesses) of what you observe to assist in an investigation
- Keep the information confidential, do not gossip
- Report the incident**

If You Experience Bullying or Harassment:

- Try to stay calm, and tell the bully what behavior was inappropriate
- Make it clear the behavior is unwanted and unacceptable

- Do not attempt to respond or retaliate
- Report the incident to the appropriate manager

If a Co-worker Reports Being Bullied or Harassed:

- Listen to their complain and offer support (such as employee assistance program)
- Document details (date, persons, activity, witnesses) of what you observe to assist in an investigation
- Keep the information confidential, do not gossip
- Report the incident

What Bullying and Harassment IS NOT:

Bullying and harassment DOES NOT include reasonable action taken by the employer or supervisors relating to the management and direction of workers or the workplace, including expressing differences of opinion, providing constructive feedback and direction, guidance and advice about work-related behavior, disciplinary actions, assigning work, and managing work performance.



Bullying and Harassment DOES NOT include reasonable actions taken by managers including:

- guidance and advice about work related behavior
- managing and assignment of work and shifts
- expressing differences of opinion
- providing constructive feedback and direction
- disciplinary actions, layoffs, terminations
- enforcing company policies

For more information please ask your supervisor.