

1.0 General

Clark Builders (CB) is committed to eliminating or, if not reasonably practicable, providing a controlled environment free of discrimination, bullying, violence, unprofessional conduct, and harassment.

This policy will state our stance against harassment, discrimination, violence, bullying, unprofessional conduct, and retaliation in the work environment and to prohibit such behaviour by:

- a) Establishing and communicating our commitment against such practises.
- b) Assigning responsibilities for the appropriate reporting of violations relative to these practises.
- c) Developing, reviewing, and implementing a plan in consultation with the Joint Worksite Health and Safety Committee or Health and Safety Representative as applicable.

2.0 Purpose

Identify what constitutes discrimination, violence, harassment, bullying, unprofessional conduct, and retaliation in the workplace,

Outline a process for handling complaints and disciplinary steps that may occur because of the investigation of such a breach in policy.

This policy is in place as a preventative measure to protect Employees from the hazards of discrimination, violence, harassment, bullying, and unprofessional conduct. Training is offered to all Employees to help recognize, respond, and report disrespectful behaviours. Control measures have been put in place and include, but are not limited to posted signage, restricted access to work areas, locked doors, key cards, fencing, lighting, personal protective devices, security procedures, emergency response procedures, working alone procedures, clean office windows, rearranging of the staff, and other robbery prevention measures.

3.0 Scope

This policy has been established to provide a safe workplace for all employees and those whose safety may be affected by the conduct of employees, and to ensure that all employees are treated fairly and with respect.

This Policy applies to all Employees (as defined in Section 4.0). This Policy also applies to Trade Partners performing services with CBGOC. CBGOC expects and requires that all Trade Partners enforce standards which are, at a minimum, consistent with those set out in this Policy in respect of all their employees engaged in Work at a Company Workplace.

There may be additional requirements mandated by an Owner on a project/site specific basis which will be applied to all affected employees and Trade Partners in addition to this Policy.

4.0 Definitions

Bullying

Interpersonal hostility that is deliberate, repeated and sufficiently severe as to harm the target person's health, safety, or economic status. It is driven by the perpetrator's (the bully's) need to control another individual, not by a legitimate business need.

CBGOC

Clark Builders Group of Companies including Clark Builders, Frontier Employees Inc. NorthStar Equipment Rentals and Canadian Borealis Construction.

Discrimination

The unequal or unfair treatment of individuals because of race, color, ancestry, place of origin, religious beliefs, gender, physical disability, mental disability, age, marital status, family status, source of income or sexual orientation.

Employee

An individual engaged to perform work for CBGOC at any Company Workplace whether on a construction or maintenance site or in an office and includes:

- A Craft Employee – any tradesperson.
- A Staff Employee – any Employee whose prime function is not the performance of a particular construction or maintenance trade.
- A Potential Employee – an individual who has not yet entered into an employment relationship with CBGOC but who is a candidate for employment with CBGOC.
- A Dependent Contractor - as this term is defined in the Labour Relations Code.

Harassment

Verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, ancestry, place of origin, religious beliefs, gender, physical disability, mental disability, age, marital status, family status, source of income or sexual orientation and any other characteristic protected by law, or that of his/her relatives, friends, or associations, and that:

- Has the purpose or effect of creating an intimidating hostile or offensive work environment.
- Has the purpose or effect of unreasonably interfering with an individuals' work performance; and
- Otherwise adversely affects an individual's employment opportunities.

Harassment conduct includes, but is not limited to: name calling, slurs or negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on CB premises or circulated in the workplace.

- a) Sexual harassment is a type of harassment that is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct based on sex when;
 - i. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment,
 - ii. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual,

- iii. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- iv. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individual of the same or different gender. Depending on the circumstances, these behaviors may include but are not limited to:
 - Unwanted sexual advances or requests for sexual favors, sexual jokes and innuendo, verbal abuse of a sexual nature,
 - Commentary about an individual's body, sexual prowess or sexual deficiencies, leering, whistling, or touching,
 - Insulting or obscene comments or gestures,
 - Display in the workplace of sexually suggestive objects or pictures; and other physical or verbal or visual conduct of a sexual nature.

Retaliation

The unequal or unfair treatment of individuals in employment decisions because they have reported or participated in the investigation of a report, of discrimination, harassment, or violence.

Trade Partner

A third-party organization that has entered into a contract with CBGOC to perform a specified portion of Work that involves the use of the Trade Partner's employees on a construction or maintenance site or at an office location under control of CBGOC.

Unprofessional Conduct

Behaviors that are unacceptable and can include but is not limited to inappropriate tone of voice, belittling behavior such as eye-rolling, outward signs of exasperation or frustration, condescending verbal and/or body language, favoritism, inappropriate communication (verbally or through an email exchange) or non-adherence to dress code.

Work

Any activity carried out by an Employee while fulfilling his job duties or at the direction of CBGOC and includes training activities and any activity engaged in by an Employee during a break from work while at a Company Workplace.

Workplace

Any location at which a person performs Work for CBGOC, including all real or personal property, facilities, land, building, equipment, containers, vehicles, vessels, boats, and aircraft, whether owned, leased, or used by CBGOC.

Workplace Violence

Threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury. It may be one incident or a series of incidents. Acts of violence can also occur when an individual is subject

to verbal or physical conduct that is related to protected grounds of discrimination covered by provincial and or/federal legislation. Workplace violence can include, but is not limited to:

- a) Possession of any weapons,
- b) Verbal abuse or threats,
- c) Unwelcome invitations, requests, or other activities, whether indirect or explicit, that cause intimidation or fear,
- d) Physical assault,
- e) Offensive comments, profanity or actions deliberately designed to demean an individual or to cause personal humiliation. This may also include vandalism of property belonging to employees, clients, and sub-contractors.

5.0 Responsibilities

Managers:

- Foster and model behavior where all members of the team are treated with dignity and respect.
- Ensure members of the department are being respectful to each other.
- Bring forward infractions of the policy to the Company's Human Resources representative.
- Support Human Resources when an investigation occurs because of a workplace respect complaint.
- In the event an investigation determines disciplinary action is appropriate; follow through with the discipline and ensure expectations and accountability are in place to prevent a reoccurrence.

Employees:

- Foster and model behavior where all members of the team are treated with dignity and respect.
- Bring forward infractions of the policy to the Human Resources representative.

Human Resources

- Investigate Respect in the Workplace Complaints to ensure there has not been a breach in policy.
- Offer support to Managers who are involved during the disciplinary process following an investigation.

6.0 Policy

The Company strictly prohibits all forms of discrimination, bullying, harassment, violence, and unprofessional conduct in the workplace environment. The Company also prohibits retaliation against any individual who reports, or who participates in the investigation of a report of discrimination, bullying, harassment, violence, or unprofessional conduct. Conduct in violation of this policy is subject to appropriate disciplinary action, up to and including termination of employment.

All reported cases of discrimination, bullying, harassment, violence, and unprofessional conduct in the workplace will be investigated, and corrective actions will be implemented accordingly. The Company will strictly maintain confidentiality and will not disclose the circumstances related to an incident of discrimination, bullying, harassment, violence, and unprofessional conduct or the names of the complainant, the person alleged to have committed the violence and any witnesses, except only where

it is deemed necessary to disclose such as to inform workers of potential for discrimination, bullying, harassment, violence, unprofessional conduct or as may be required by law.

This policy applies to all Employees and to all third parties encountered in the workplace (e.g., applicants for employment, outside vendors, customers, consultants, temporary labour, etc.)

This policy applies to any work-related environment or activity, regardless of the time or location involved (e.g.: on company property, during a business trip, at business meetings, at company-sponsored or authorized social events, etc.) The Workplace Respect Policy is not intended to discourage a worker from exercising their rights pursuant to any other law, including the Alberta Human Rights Act.

7.0 Discrimination, Bullying, Harassment, Violence, and Unprofessional Conduct Reporting and Prevention Plan

.1 Reporting Procedure

- i. Individuals who feel they are being subjected to bullying, harassment, discrimination, violence, unprofessional conduct, or retaliation are encouraged, if they feel safe to do so, to inform the perpetrator to stop as the behavior is unwelcome and unwanted.
- ii. If the behavior persists, the Individual should notify their Manager, Human Resources Representative, or a Safety Professional, The Company shall promptly and thoroughly investigate all complaints of harassment, bullying, discrimination, violence, unprofessional conduct, or retaliation.
- iii. Every reasonable precaution will be taken to maintain confidentiality of the parties involved to the extent consistent with adequately investigating and resolving of the complaint.
- iv. Human Resources will investigate workplace respect complaints to ensure there has not been a breach in policy and offer support to Employees and Managers who are involved.
- v. Human Resources will inform the parties involved in an incident of workplace respect of the results of the investigation and the corrective action to be taken to address the incident.
- vi. A copy of the workplace respect incident report will be provided to the HR and HSE Directors, and if applicable the Superintendent. If applicable the Joint Health and Safety Committee will also receive a copy of the incident report.

.2 Prevention Procedure

- i. The hazards and control measures specific to occurrences of violence, bullying, harassment, discrimination, unprofessional conduct, and retaliation will be assessed in the project Construction Hazard Assessment.
- ii. Awareness of this policy which includes workplace respect incident reporting procedure will be provided to Employees and third parties during site-specific orientations.
- iii. All bullying, harassment, violence, discrimination, unprofessional conduct, and retaliation incidents will be documented and investigated.

- iv. The required control measures determined after the investigation will be implemented in a timely manner to prevent reoccurrence of similar incidents.
- v. Affected Employees or third parties will be informed regarding the investigation findings, corrective actions, and control measures.

.3 Discipline

- i. The Company will take prompt and appropriate remedial action with respect to any claim of discrimination, harassment, bullying, violence, unprofessional conduct, or retaliation that is investigated and determined to be meritorious. Conduct in violation of this policy shall be subject to disciplinary action up to and including dismissal. Disciplinary action taken in response to reported incidents or violence and/or harassment will be made in collaboration with the joint work site health and safety committee or the health and safety representative as appropriate.
- ii. To preserve the rights of all Employees, any individual who makes an intentionally false or malicious accusation of discrimination, harassment, bullying, violence, unprofessional conduct, or retaliation shall be subject to disciplinary action, up to and including dismissal.

.4 Training of Workers

- i. The Company will ensure that workers are trained in the recognition of violence and harassment, the proper response to violence and harassment, the policies and procedures, implemented to eliminate and control the hazards associated with violence and harassment, and the procedures for reporting, investigating, and documenting incidents of violence and harassment.
- ii. The Company will ensure that initial training takes place at the time of orientation, as well as at regular intervals, as may be deemed necessary during the duration of project.

8.0 Review of Plan

The Company will review the Workplace Respect policy every three years, at a minimum or if a review is recommended after an incident of bullying, harassment, violence, discrimination, unprofessional conduct or retaliation by the Joint Worksite Health and Safety Committee or Health and Safety Representative or Human Resources.

9.0 Forms

None

10.0 Questions and Inquiries

Employees with questions about the Workplace Respect policy can speak with their Manager, Supervisor or Human Resources.