

Policy and Prevention Plan

WORKPLACE NON-DISCRIMINATION, VIOLENCE, HARASSMENT & BULLYING

SECURE is committed to providing a work environment that is safe, fair, equitable, and free from discrimination, violence, harassment, and bullying for all employees, consultants, and contractors ("**Workers**"). SECURE is committed to eliminating or, if that is not reasonably practicable, controlling or minimizing the hazards of discrimination, violence, harassment, and bullying in the Workplace. Such behaviours are unacceptable and may also be unlawful, and will not be tolerated at SECURE.

This Policy and Prevention Plan (the "**Policy**") outlines Workers' rights and responsibilities, as well as the process to follow to report and address an incident of Workplace discrimination, violence, harassment, or bullying.

This Policy is not intended to discourage a Worker from exercising any statutory right. Please see **Appendix A** for further information.

DEFINITIONS

Workplace means any place where business or work-related activities are conducted by or as requested by SECURE (whether during or outside regular work hours). It includes, but is not limited to, physical offices and workspaces, work-related social functions (ex., holiday party or golf game), work assignments outside SECURE's offices, work-related travel, and work-related seminars, conferences, or training sessions.

Please see **Appendix A** for provincial specific or US definitions of **Workplace Violence, Harassment, Bullying and Discrimination**, based on the applicable legislation or law.

Not every Workplace conflict, negative interaction or supervisory direction constitutes discrimination, violence, harassment, or bullying, even if they sometimes involve unpleasant consequences. The following measures do not generally constitute Workplace discrimination, violence, harassment, or bullying:

- performance reviews and measures to correct performance concerns, such as a performance improvement plan
- probationary terms
- providing instruction and feedback (including constructive and negative feedback)
- warranted disciplinary or remedial actions
- managing absenteeism and requesting medical documents in support of an absence
- enforcement of workplace rules and policies
- physical contact necessary for the performance of the work using accepted industry standards
- conduct that all parties agree is inoffensive, mutual, or welcome
- minor disagreements that do not constitute a threat to the health or safety of a Worker and are not based on the any prohibited grounds (ex., race, creed, religion, colour, sex, sexual

orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry, or place of origin), and where steps are taken to resolve the conflict

- reasonable management or supervisory decisions or actions to manage and direct Workers, including work assignments, job assessment, evaluations, inspections, schedules and duties, and any reasonable changes
- implementation of appropriate dress codes

SECURE recognizes comments and behaviors that do not offend one person can offend another, and that individuals may react differently to the same language or behavior. Because of SECURE's commitment to the principles of respect and safety, SECURE expects all Workers to respect the reasonable limits set by others and avoid language or behavior that could be reasonably expected to offend or embarrass others.

APPLICATION

This Policy applies to acts of Workplace discrimination, violence, harassment, and bullying, whether it occurs on SECURE premises or in some other location.

This Policy applies to all Workers. This Policy may also apply to SECURE's customers, vendors, visitors, and other individuals who enter onto or conduct business at SECURE's premises, engage with SECURE's Workers, or attend company events.

This Policy establishes expectations for appropriate conduct, including in the following circumstances:

- reporting or obtaining immediate assistance for an incident of Workplace discrimination, violence, harassment, or bullying
- documenting, investigating, and implementing any remedial or disciplinary measures to eliminate or control the hazards of Workplace discrimination, violence, harassment, and bullying
- informing the parties involved in an incident of Workplace discrimination, violence, harassment, or bullying of any results of an investigation, and any remedial or disciplinary action
- disclosing information relating to incidents of Workplace discrimination, violence, harassment, or bullying

DUTIES

Workers' Duties: Workplace health and safety is a shared responsibility. Workers are also responsible for promoting and maintaining a safe and healthy work environment, including by fulfilling the following responsibilities:

- be familiar with and comply with this Policy at all times
- act respectfully towards others and do not engage in any act of Workplace discrimination, violence, harassment, or bullying
- take all reasonable efforts to prevent Workplace discrimination, violence, harassment, or bullying

- promptly and in good faith report any breaches of this Policy, including incidents of Workplace discrimination, violence, harassment, or bullying in accordance with the procedures set out in this Policy
- provide full and honest participation in any investigation, hazard assessment, or other steps taken by SECURE under this Policy, including by respecting the confidentiality surrounding any investigation, hazard assessment, or other step
- comply with any remedial or disciplinary actions undertaken pursuant to this Policy
- actively participate in any training
- do not retaliate against any Worker for their actions in reporting any incident of Workplace discrimination, violence, harassment, or bullying or participating in any investigation, hazard assessment, or remedial action

Supervisors' Duties: In addition to their responsibilities as Workers, supervisors are responsible for ensuring the health and safety of Workers under their direct supervision. This includes taking all reasonable steps to ensure that Workers under their supervision are not subjected to and do not participate in Workplace discrimination, violence, harassment, or bullying or retaliation.

SECURE's Duties: SECURE will take all reasonable efforts to ensure the health and safety of its Workers, including by undertaking the following:

- implementing, enforcing, reviewing, and updating this Policy as necessary
- adopting reasonable measures to ensure a safe Workplace including mitigating the risks of Workplace discrimination, violence, harassment, or bullying (including domestic violence)
- determining if there are any urgent or immediate steps that need to be taken to address an incident of Workplace discrimination, violence, harassment, or bullying
- ensuring Workers do not suffer retaliation for any good faith reporting or participation under this Policy
- communicating this Policy and any related procedures, including any updates, to Workers
- providing regular training and education to ensure Workers are aware of their rights and duties, particularly those Workers in supervisory roles
- investigating and addressing incidents of Workplace discrimination, violence, harassment, or bullying in a timely and fair manner, and taking appropriate remedial or disciplinary action in accordance with the procedures set out below
- protecting the confidential information gathered from a reported incident or during an investigation to the extent possible and, subject to disclosure as necessary, to conduct a proper investigation, take remedial or disciplinary actions, or as required by law
- performing hazard assessments as necessary to identify potential risks of Workplace discrimination, violence, harassment, or bullying

- informing Workers of the nature and extent of known risks of Workplace violence that are particular to their workplace or position, and provide reasonable protections to mitigate these risks, including personal protective equipment or administrative arrangements

TRAINING AND EDUCATION

SECURE will ensure that all Workers are trained and educated on this Policy, including their roles and responsibilities towards preventing and addressing Workplace discrimination, violence, harassment, and bullying.

SECURE will integrate safe behaviour into day-to-day operations, and Workplace discrimination, violence, harassment, and bullying prevention training into Worker orientations and into normal Workplace practices and procedures. Staff meetings will be used to hold training seminars and increase awareness.

New Workers will receive both general and site-specific orientation to the Policy and will complete training within the first three months of hire. In addition, all Workers will receive an annual review of the Policy. Additional training and education will be provided, as necessary, to address identified hazards or risks for Workplace discrimination, violence, harassment, and bullying.

The training will cover at minimum the following topics:

- how to recognize Workplace discrimination, violence, harassment, and bullying
- the Policy and procedures to effectively minimize or eliminate Workplace discrimination, violence, harassment, and bullying
- appropriate responses to Workplace discrimination, violence, harassment, and bullying, including how to access assistance
- procedures for reporting, investigating, and documenting incidents of Workplace discrimination, violence, harassment, and bullying

Supervisors will receive specific training on the Policy, including how to exemplify good behaviours, recognize incidents, receive and respond appropriately to reported incidents, address any urgent needs, and protect Workers from retaliation. SECURE has also taken the following measures in an effort to mitigate Workplace discrimination, violence, harassment, and bullying:

- implement and train Workers on work-alone procedures and other standard operating procedures
- installation of alarms, locked doors, building pass-cards, and cameras to access some corporate and field-based offices
- visitor requirement to sign-in and sign-out at reception/front desk
- panic/emergency button installed at corporate reception desk
- inclusion of risk assessment in the Joint Health & Safety Committee regular Hazard ID reviews

HAZARD ASSESSMENT

Management (with Worker involvement) assesses discrimination, violence, harassment, and bullying hazards in all jobs, and in the Workplace as a whole. The Joint Health & Safety Committee shall assess the risk of discrimination, violence, harassment, and bullying in the Workplace as part of their routine Hazard ID assessments and keep record of their assessments.

Workers are encouraged to raise any hazards or risks of Workplace discrimination, violence, harassment, or bullying.

PROCEDURES

Reporting (Generally)

All Workers are responsible for promoting a safe and respectful Workplace. This responsibility includes intervening when safe to do so and promptly reporting all incidents of Workplace discrimination, violence, harassment, and bullying, whether the Worker is directly involved in or witness to an incident.

All incidents should be reported, formally or informally, to Management or to a Human Resources Representative. Workers will be protected from retaliation for any good faith report made under this Policy.

SECURE recognizes that Workers may find it difficult to make a report because of concerns of confidentiality. Reports may also be made anonymously using SECURE's Whistleblower Procedures:

Chair of Audit Committee c/o 2300, 225 – 6 Avenue S.W. Calgary, AB T2P 1N2

Phone: (844) 201-9811

URL: <https://secure.ethicspoint.com/domain/media/en/gui/42094/index.html>

However, SECURE's ability to investigate and address any incident will be dependent on the information that it receives.

INFORMAL & FORMAL REPORTING

Direct Worker-to-Worker Resolution

Workers are encouraged to continue to engage in direct and productive discussions to resolve Workplace conflict or other disputes where appropriate, but are also cautioned that any serious incidents or concerns should be formally reported under this Policy.

Where possible to safely and constructively do so, a Worker may approach the person they believe to be engaging in potentially harassing, discriminating, violent, or bullying conduct to clearly identify the conduct and request that it stop immediately. Workers may involve Management or a Human Resources Representative to facilitate these discussions.

Workers should keep a personal record of the incidents and discussions, which may include:

- name(s) of the individual(s) in question
- date, place, and time the incident(s) occurred
- name(s) of any witnesses

- event(s) that led up to the incident(s) in question
- any particular reason why the event(s) occurred
- supporting documents
- date, place, time, and details of any discussions

Informal Report

In some circumstances, Workers may not wish to commence a formal investigation or obtain an admission of guilt, apology, or discipline, but may instead seek information, advice, or other direct or indirect assistance to resolve an incident or concern.

Workers are encouraged to request this assistance from Management or a Human Resources Representative, but are also cautioned that any serious incidents or concerns should be formally reported under this Policy. Informal reports may be made anonymously or by naming the alleged offender.

Management or Human Resources should review the informal report to determine whether informal resolution is appropriate, or whether a formal process is required. SECURE may unilaterally proceed with a formal investigation even if a formal report is not made. If it is determined that an informal process is appropriate, Management or Human Resources shall support the Worker in addressing the incident or concern including by:

- providing coaching, advice, and indirect assistance to support them in addressing an incident or concern
- providing direct assistance to conciliate or otherwise facilitate a discussion and resolution
- providing education and training where appropriate
- documenting any agreement or resolution between the parties, where appropriate

Management or Human Resources shall retain a record of any such requests, steps, and resolution.

Formal Report

Workers may formally report an incident or concern of Workplace discrimination, violence, harassment, or bullying, and should make these reports promptly and according to the procedures set out below. A Worker may make a formal report even if they have previously sought to address the matter informally.

FORMAL REPORTING STEPS:

1. Determine the appropriate person to file the report with. This can be the Worker's Manager/Supervisor, a Human Resource Representative, or Executive. Reports may also be made anonymously using SECURE's Whistleblower Procedures.
2. Provide a written report of the incident, including the following particulars:
 - their name and position (the complainant)
 - name, position, and contact information (if known) for the person(s) who allegedly experienced or was threatened with Workplace discrimination, violence, harassment, or bullying

-
- name, position and contact information (if known) for the person(s) who allegedly engaged in or attempted or threatened Workplace discrimination, violence, harassment, or bullying (the respondent)
 - name, position, and contact information (if known) for any witnesses that might have relevant information or records
 - description of the incident including date, location, frequency, persons involved, and other relevant details
 - any other relevant information (including copies of relevant records to support the allegations being made, such as emails, handwritten notes, photographs, text or instant messages, or other physical evidence)
 - statement of impact on the complainant (how has this incident impacted you or others)
 - expected resolution
 - sign and date written report
3. Workers are expected to fully and honestly cooperate with SECURE in any next steps, including any investigation, interviews, hazard assessment, or remedial actions.

Workers are not required to report any Workplace discrimination, violence, harassment, or bullying to a Supervisor or Manager who may be hostile, who has engaged in the concerning conduct, who is a close associate of any party involved in the incident, or with whom the Worker is uncomfortable discussing such matters. In that case, the Worker may report the incident to a Human Resources Representative, another member of Management, or using SECURE's Whistleblower Procedures.

Additionally, SECURE maintains an open-door policy through which Workers may contact any member of Management at any time if they feel as though their concerns remain unaddressed or are urgent.

All formal reports shall be provided to Human Resources to address.

VICTIM SUPPORT

Management will respond promptly to incidents of Workplace discrimination, violence, harassment, and bullying, and will assess the situation and ensure that appropriate interventions are followed. The first priority in responding to an incident is to secure the safety and wellbeing of Workers. SECURE, and any Worker involved in responding to an incident, shall use the following measures and procedures to provide immediate response:

- if a Worker reports an injury, contact emergency medical services or police (if urgent) or arrange transport for medical attention
- referrals to community agencies, treating practitioner, and/or employee assistance program
- completion of incident reports, and other required documentation
- reporting to police (as required)
- contact supervisor or manager for support
- contact a family member or emergency contact

- locate nearest colleague for assistance
- team debriefing

All employees who are affected by an incident of Workplace discrimination, violence, harassment, or bullying are encouraged to consult a health professional or utilize SECURE’s Employee & Family Assistance Program (EAP). The EAP is a confidential, short term service accessible 24/7 at no cost to the employee or their dependents. Use the following contact information to access this program:

CANADA	USA
LifeWorks	ComPsych Guidance Resources
1-877-207-8833	1-877-595-5284
https://secureenergy.lifeworks.com/ Login with individual access code and password	Guidanceresources.com ID: EAPComplete
APP: Lifeworks (iOs & Android)	APP: GuidanceResources Now

INVESTIGATION

SECURE will investigate formally reported incidents of Workplace discrimination, violence, harassment, and bullying and take necessary remedial action and provide appropriate support for the Workers involved.

When a Manager or Human Resources Representative receives a report, they should follow the procedure below:

- listen to the report seriously
- to the extent possible, treat the report confidentially
- ensure a detailed written report and all required information is provided
- meet with the complainant to obtain further information or records as necessary
- ask the complainant for the full story, including what happened step-by-step
- take detailed and accurate notes
- allow the complainant to bring another person to the meeting if they choose to and as appropriate
- ask the complainant to review your notes to ensure your record of the conversation is accurate
- explain the next action with the complainant
- record all measures taken, including interim measures (such reassignment of duties, schedule changes, administrative leaves, changes to reporting arrangements, etc.)

SECURE will investigate any incident reported in accordance with the following procedures:

- SECURE has discretion to determine the formality and scope of the investigation based on the circumstances. This includes whether the investigation will be formal or informal, the steps

involved, and whether it will be conducted internally (and if so, by whom) or referred to an external third party

- SECURE may conduct an investigation whether or not an incident is reported, whether or not the report is withdrawn, or if the complainant does not wish an investigation to proceed
- formal complaints will be investigated as soon as possible upon receiving all necessary information and records
- Human Resources shall oversee the investigation process
- any investigation will be conducted in a timely, thorough, and fair manner
- those conducting the investigation may consult with witnesses, review records, and take further steps that they determine to be reasonable and necessary to conduct a fair investigation. The complainant, respondent, and witnesses with firsthand information or relevant documentation can expect to be interviewed separately as part of the investigation
- the respondent will be provided with either a copy of the written complaint report provided by the complainant or a summary of the concern reported, and will be provided with a meaningful opportunity to respond. The investigator may invite or require the respondent to provide a written statement in response
- information gathered in the course of the investigation will be treated as confidential, except as necessary to take remedial or disciplinary action, inform the parties of the results of the investigation, or as required by law. When required to make disclosure, SECURE will disclose only the minimum amount of personal information that is necessary
- the investigator shall prepare a written investigation report for Human Resources outlining the circumstances of the alleged incident and the findings, including whether there are any Policy violation. The investigator shall maintain records of all information, interviews, findings, and determinations
- the investigator will open a confidential file and which will be kept in a secure location, both physically and electronically. The investigator will also remind all participants of their duty to maintain confidentiality around the investigation process
- Management will determine what remedial or disciplinary action, if any, is required or appropriate in the circumstances
- the complainant and respondent will be informed of the results of the investigation
- Workers who are the subject of an incident or witness to an incident shall not participate in the investigation in any other capacity, nor be involved in determining any remedial or disciplinary action

SECURE commits that the investigative process will be fair in that:

- those involved in receiving, investigating, or determining any remedial or disciplinary action are not biased or in a conflict of interest
- parties involved in the investigation have the right to union representation, as applicable

- each person will be fully informed of the process and be aware of their rights under this Policy
- the respondent will be informed of the incident in a manner sufficient to entitle them to present a full defense

NO RETALIATION

SECURE will not tolerate any form of retaliation against a Worker who acts in good faith in following this Policy, including reporting any incident when they have reasonable grounds to believe there is a Policy violation, participating in any investigation or hazard assessment, or engaging in any remedial action.

Threats or acts of retaliation are a serious violation of this Policy, and like Workplace discrimination, violence, harassment, and bullying, will be subject to remedial and/or disciplinary action, up to and including termination. Acts of retaliation are subject to the same reporting procedures and remedial actions as complaints of Workplace discrimination, violence, harassment, or bullying. Threats or acts of retaliation should be reported immediately and will be investigated and addressed.

BAD FAITH REPORTING

Reports that are frivolous, malicious, vexatious, knowingly false, or otherwise made in bad faith can cause significant damage to the parties involved and the Workplace. Such bad faith reports are a serious violation of this Policy and will be subject to remedial and/or disciplinary action, up to and including termination.

RECORDKEEPING

Where the investigation results in a finding that there has been a breach of this Policy, the complaint report, investigation, and any disciplinary or remedial action taken will be recorded in the respondent's personnel file.

Where the investigation results in a finding that there has been no breach of this Policy, no record of the complaint report or the investigation will be retained in the respondent's personnel file.

If the complaint report is made in good faith, no record of the complaint report, investigation, or any disciplinary or remedial action taken will be filed in the complainant's record, unless they are otherwise involved in the incident.

SECURE will retain a complete and confidential record of any report and/or investigation including:

- copy of the complaint report or details of the alleged Policy breach
- record of the investigation including interview notes
- copies of witness statements and records
- copy of the investigation report
- copy or summary of the results of the investigation that were provided to the parties
- copy or details of any remedial or disciplinary action taken

All records of reports and investigations will be maintained for a minimum of ten years, or as otherwise required by law and will be available upon request to an Occupational Health and Safety Officer.

CONFIDENTIALITY

All records made relating to a reported incident and during an investigation are strictly confidential and will be secured, both physically and electronically.

SECURE will take all reasonable measures to protect the privacy and confidentiality of those involved to the extent possible. Disclosure will be made as required or appropriate to third party authorities, including regulatory or policing authorities. Disclosure will also be made as necessary to conduct a timely and fair investigation, take remedial or disciplinary action, inform the complainant or respondent of the results of the investigation, or as required by law. SECURE will disclose only the minimum amount of personal information that is necessary to inform parties to an investigation or to inform other Workers of a specific or general threat of violence or potential violence.

SECURE requires that parties involved in an investigation respect the privacy of others and the confidentiality of that process. Workers may be required to sign a non-disclosure/confidentiality agreement as part of the investigation process.

REMEDIAL AND DISCIPLINARY ACTIONS

SECURE will implement appropriate remedial action to address an incident of Workplace discrimination, violence, harassment, and bullying and to prevent it from reoccurring. In determining the appropriate remedial action, SECURE will consider, but is not bound by, the recommendations of the investigator. SECURE may also, where appropriate, conduct a hazard assessment to determine appropriate remedial measures.

Workers found to have breached this Policy, including by engaging in Workplace discrimination, violence, harassment, and bullying, engaging in retaliation, making a bad faith report, or intentionally breaching their duty of confidentiality surrounding an investigation, may be subject to disciplinary action, which may include any one or more of the following:

- formal apology
- verbal or written warning or reprimand
- counselling, training, or education
- suspension, demotion, reassignment, impact on bonuses or other compensation
- termination with or without just cause

The appropriate disciplinary action will depend on the circumstances, including the nature and severity of the conduct, the Worker's performance and disciplinary history, the Worker's participation in the investigation, the nature of the workplace and the parties' interactions and respective duties, and the opportunities for education and rehabilitation.

Where SECURE has reason to believe that the conduct constitutes a criminal offence or other regulatory offence, SECURE may report the incident to third party authorities, including the police. SECURE may also pursue civil, criminal, or regulatory proceedings against an individual found to be in violation of this policy, in addition to any disciplinary action.

REVIEW

SECURE will review this Policy on the earliest of the following: when an incident of Workplace discrimination, violence, harassment, or bullying occurs; if Human Resources or the Joint Health and Safety Committee recommends a review of the Policy; or annually.

Review History
Last Reviewed October 31, 2023

APPENDIX A

BRITISH COLUMBIA

Bullying or Harassment – includes an action that the person knew or reasonably ought to have known would cause a Worker to be humiliated or intimidated.

Examples of behavior or comments that might constitute bullying and harassment include verbal aggression or insults, using derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumors.

In addition, Worker must not engage in "improper activity or behaviour" at a Workplace that might create or constitute a hazard to themselves or any other person. This includes an attempted or actual exercise of violence or horseplay, practical jokes, unnecessary running or jumping, or similar conduct.

Violence – means the attempted or actual exercise of physical force so as to cause injury and includes any threatening statement or behaviour that would give a Worker reasonable cause to believe they or their family are at risk of injury.

Discrimination – Workplace bullying, harassment, or violence may also be a form of discrimination prohibited by human rights legislation if it is based on a protected ground, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age of that person, or because that person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person.

This Policy is not intended to discourage a Worker from exercising the Worker's rights pursuant to any other law, including the British Columbia *Human Rights Code* or WorkSafeBC.

Contact:

British Columbia Employers' Advisers Office

Toll Free within Canada: 1-800-925-2233

Lower Mainland: 604-713-0303

Email: eao@eao-bc.org

Website: <https://www2.gov.bc.ca/gov/content/employment-business/employers/employers-advisers-office/contact-us>

ALBERTA

Harassment - Workplace harassment is defined as a single or repeated incident of objectionable or unwelcome conduct, comment, bullying, or action that would reasonably cause offence or humiliation or adversely affect the Worker's health and safety, including psychological safety.

Harassment includes sexual harassment, which is any unwelcome sexual behaviour that adversely affects or threatens to affect, directly, or indirectly, a Worker's job security, working conditions or prospects for promotion or earnings, or prevents a person from getting a job.

Violence - is defined as the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm. It can include:

- physical attack or aggression
- threatening behaviour
- verbal or written threats
- domestic violence
- sexual violence

Domestic violence – Domestic violence becomes a Workplace hazard if physical harm or a threat of physical harm occurs or spills over into the Workplace. Domestic violence may put the targeted Worker at risk and may pose a threat other Workers. Employers must take reasonable precautions to protect affected Workers if they are likely to be exposed to domestic violence at the Workplace.

Sexual violence – Sexual violence as a Workplace hazard refers to any sexual act, attempt to obtain a sexual act, or other act directed against a Worker's sexuality using coercion by any person regardless of their relationship to the victim, in a Workplace or work-related setting. Sexual violence exists on a continuum from obscene name-calling to sexual assault and/or homicide. It includes online form of sexual violence, such as internet threats and harassment, and sexual exploitation.

Discrimination – Workplace harassment or violence may also be a form of discrimination prohibited by human rights legislation if it is based on a protected ground, including race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation of that person or of any other person. For instance, sexual harassment is also a form of discrimination based on gender including transgender, which is prohibited by human rights legislation.

This Policy is not intended to discourage a Worker from exercising the Worker's rights pursuant to any other law, including the Alberta *Human Rights Act* or *Occupational Health and Safety Act*

Contact:

Alberta OHS

Toll free: 1-866-415-8690 (in Alberta)

Phone: 780-415-8690 (in Edmonton)

Website: <https://www.alberta.ca/file-complaint-online.aspx>

SASKATCHEWAN

Harassment – can be generally categorized as:

- Harassment based on prohibited grounds, which means any inappropriate conduct, comment, display, action, or gesture by a person that:
 - is based on a prohibited ground (ex., religion, creed, marital status, family status, sex, sexual orientation, disability, age, colour, ancestry or place of origin, race or perceived race, receipt of public assistance, or gender identity) and
 - constitutes a threat to the health and safety of a worker

Certain types of conduct not specifically directed at an individual, such as displaying a poster or making comments that are overheard by another Worker, can be considered harassment based on prohibited grounds.

- Personal harassment (sometimes referred to as "bullying"), which means any inappropriate conduct, comment, display, action, or gesture by a person that:
 - adversely affects a Worker's psychological or physical well-being
 - the person knows or should know would cause the Worker to be humiliated or intimidated and
 - constitutes a threat to the health and safety of a Worker

Personal harassment typically involves repeat occurrences. However, a single, serious occurrence may constitute personal harassment if there are lasting, harmful effect on the Worker.

Personal harassment may include:

- verbal or written abuse or threats
 - insulting, derogatory, or degrading comments, jokes, or gestures
 - personal ridicule or malicious gossip
 - malicious or unjustifiable interference with another's work
 - work sabotage
 - refusing to work or co-operate with others
 - interference with, or vandalism of personal property
- Sexual harassment, which means any conduct, comment, display, action, or gesture of a sexual nature that the person knows or should know to be unwelcome.

Sexual harassment can include:

- a direct or implied threat of reprisal for refusing to comply with a sexually oriented request
- unwelcome remarks, jokes, innuendos, propositions, or taunts about a person's body, attire, sex, or sexual orientation
- displaying pornographic or sexually explicit pictures or materials
- unwelcome physical contact
- unwelcome invitations or requests, direct or indirect, to engage in behaviour of a sexual nature
- refusing to work with or have contact with workers because of their sex, gender, or sexual orientation

Violence - is the attempted, threatened, or actual conduct of a person that causes or is likely to cause injury. This includes any threatening statement or behaviour that gives a Worker reasonable cause to believe they are at risk of injury.

Discrimination – Workplace harassment or violence may also be a form of discrimination prohibited by human rights legislation if it is based on a protected ground, including religion, creed, marital status,

family status, sex, sexual orientation, disability, age, colour, ancestry, nationality, place of origin, race or perceived race, receipt of public assistance, and gender identity. For instance, harassment based on prohibited grounds and sexual harassment are forms of discrimination.

Nothing in this Policy is intended to discourage Workers from exercising any other legal rights, including the worker's right to file a complaint with the Saskatchewan Human Rights Commission, or the Saskatchewan Occupational Health and Safety Division. Workers have the right to request the assistance of an Occupational Health Officer to resolve a harassment complaint.

Contact:

Occupational Health and Safety Division

Phone: 800-567-7233 (1-800-567-SAFE)

Website: <https://www.saskatchewan.ca/business/safety-in-the-workplace>

MANITOBA

Harassment – means:

- objectionable conduct that creates a risk to the health of a Worker. This is commonly referred to as "discriminatory harassment".
 - conduct is "objectionable" if it is based on protected grounds (ex., race, creed, religion, colour, sex, sexual orientation, gender-determined characteristics, marital status, family status, source of income, political belief, political association, political activity, disability, physical size or weight, age, nationality, ancestry or place of origin)
 - objectionable conduct includes a written or verbal comment, physical act, gesture, display, or any combination
- severe conduct that adversely affects a Worker's psychological or physical well-being. This is commonly referred to as "bullying".
 - conduct is "severe" if it could reasonably cause a Worker to be humiliated or intimidated and is repeated, or in the case of a single occurrence, has a lasting, harmful effect on a Worker
 - objectionable conduct includes a written or verbal comment, physical act, gesture, display, or any combination

Harassment can include:

- verbal or written abuse or threats
- insulting, derogatory (mean, critical, embarrassing) comments, jokes, or gestures
- personal ridicule (put-downs, teasing) or malicious gossip
- malicious or uncalled-for interference with another's work
- refusal to work or co-operate with others
- interfering with or vandalising (damaging) personal property

Violence - is the attempted or actual exercise of physical force against anyone, or any threatening statement or behaviour that gives a person reason to believe that physical force will be used against them.

Discrimination – As explained above, Workplace harassment or violence may also be a form of discrimination prohibited by human rights legislation if it is based on a protected ground, including ancestry (including colour and perceived race); nationality or national origin; ethnic background or origin; religion or creed, or religious belief, religious association or religious activity; age; sex, including sex-determined characteristics or circumstances, such as pregnancy, the possibility of pregnancy, or circumstances related to pregnancy; gender identity; sexual orientation; marital or family status; source of income; political belief, political association or political activity; physical or mental disability or related characteristics or circumstances, including reliance on a service animal, a wheelchair, or any other remedial appliance or device; or, social disadvantage.

- Harassment under human rights legislation means:
 - a course of abusive and unwelcome conduct or comment undertaken or made on the basis of any protected grounds
 - a series of objectionable and unwelcome sexual solicitations or advances
 - a sexual solicitation or advance made by a person who is in a position to confer any benefit on, or deny any benefit to, the recipient of the solicitation or advance, if the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome or
 - a reprisal or threat of reprisal for rejecting a sexual solicitation or advance

Nothing in this Policy prevents or discourages a worker from exercising any other legal rights pursuant to any other law. A Worker has the right file a complaint with the Manitoba Human Rights Commission or SAFE Work Manitoba.

Contact:

1-855-957-SAFE (7233) (toll-free in Manitoba)

204-957-SAFE (7233) (in Winnipeg), Select 'Option 1'

Email: wshcompl@gov.mb.ca

Website: https://www.gov.mb.ca/labour/safety/rep_unsafe.html

ONTARIO

Harassment – means:

- engaging in a course of vexatious comment or conduct against a Worker that is known or ought reasonably to be known to be unwelcome or
- workplace sexual harassment which means:
 - engaging in a course of vexatious comment or conduct against a Worker 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 it 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 the solicitation or advance is unwelcome

Workplace harassment can involve unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating, or demeaning to a Worker or group of Workers. It can also include behaviour that intimidates, isolates, or even discriminates against the targeted individual(s). This may include:

- making remarks, jokes, or innuendos that demean, ridicule, intimidate, or offend
- displaying or circulating offensive pictures or materials in print or electronic form
- bullying
- repeated offensive or intimidating phone calls or e-mails
- asking questions, talking, or writing about sexual activities
- rough or vulgar humour or language related to sexuality, sexual orientation, or gender
- leering or inappropriate staring
- invading personal space
- unnecessary physical contact, including inappropriate touching
- demanding hugs, dates, or sexual favours
- making gender-related comments about someone's physical characteristics, mannerisms, or conformity to sex-role stereotypes
- verbally abusing, threatening, or taunting someone based on gender or sexual orientation
- threatening to penalize or otherwise punish a worker if they refuse a sexual advance

Violence – means:

- the attempted or actual exercise of physical force by a person against a Worker that causes or could cause physical injury to the Worker or
- a statement or behaviour that could reasonably be interpreted as a threat to exercise physical force against the Worker that could cause physical injury to the Worker

This may include:

- verbally threatening to attack a Worker
- leaving threatening notes at or sending threatening e-mails to a workplace
- shaking a fist in a Worker's face
- wielding a weapon at work
- hitting or trying to hit a Worker
- throwing an object at a Worker

- sexual violence against a Worker
- kicking an object the Worker is standing on, such as a ladder
- trying to run down a Worker using a vehicle or equipment, such as a forklift

Domestic violence may constitute Workplace violence if it exposes a Worker to physical injury in the Workplace.

Discrimination – Workplace harassment or violence may also be a form of discrimination prohibited by human rights legislation if it is based on a protected ground, including race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, or disability. For instance, workplace sexual harassment is a form of discrimination.

Contact:

Ministry of Labour Health & Safety Contact Centre

Toll Free: 1-877-202-0008

Website: https://www.ontario.ca/page/filing-workplace-health-and-safety-complaint?_ga=2.157230587.1766585690.1639083410-1741264275.1638750412

NORTH DAKOTA & OTHER U.S. LOCATIONS

Prohibited Harassment Defined:

Behavior prohibited under this policy is any adverse verbal or physical conduct based on an individual's, race, color, creed, sex, age, religion, disability, national origin, sexual orientation, gender identity, veteran status, or any other category protected by applicable federal, state, or local laws.

One type of harassment is sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal or physical conduct of sexual nature when:

- Submission to, or toleration of such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual;
- Conduct unreasonably interferes with an individual's work performance; or
- Conduct creates an intimidating, hostile or offensive working environment.

Prohibited behaviors include but are not limited to:

- Transmitting, receiving, or exchanging electronic images of sexually explicit material via interoffice mail, e-mail, voicemail, text, instant messaging, or other communications.
- Unwelcome intentional physical contact.
- Derogatory references or abusive behavior of a nonsexual nature that is directed at an employee because of his or her gender.

- Offering or implying an employment-related reward (such as a promotion or raise) in exchange for sexual favors or submission to sexual conduct.
- Taking or threatening to take a negative employment action (such as termination, demotion, denial of a leave of absence) if sexual conduct is rejected.
- Unwelcome sexual advances or repeated flirtations.
- Unwelcome whistling, staring, or leering at another person.
- Unwelcome use of sexually degrading language, jokes, or innuendoes
- Displaying objects or pictures that are sexually suggestive or nonsexual comments that degrade or show hostility to a person because of the person's gender.