



## RESPECT IN THE WORKPLACE POLICY

### Policy Objective

Clearview Resources Ltd. ("**Clearview**") is committed to ensuring a strong, inclusive, healthy and respectful workplace that is free of Harassment, Violence and Discrimination (as defined below).

Clearview will not tolerate Harassment, Violence or Discrimination in the workplace from anyone and is committed to eliminating and doing everything reasonably practicable to prevent this inappropriate and unacceptable behaviour.

### Scope of Policy

This Respect in the Workplace Policy ("**Policy**") applies to all employees, volunteers, managers, officers, supervisors, temporary employees, students, subcontractors and other individuals employed by or providing services to Clearview ("**Workers**").

This Policy applies to Workers' behaviour that occurs in the Workplace or outside of the Workplace while representing Clearview as a Worker of Clearview or in a manner that impacts Clearview. For the purposes of this Policy, "**Workplace**" is defined broadly and includes, but is not limited to: a) all areas of the actual worksite; b) the locations of work-related social functions; c) the location of work assignments; d) any location related to Clearview's business; e) work-related conferences, trade shows, training events; f) company vehicles; and/or g) any location or electronic platforms (i.e. internet sites) where interactions may be reasonably viewed as having an impact on the work environment and relationships.

This Policy targets actions and conduct that are verbal, physical, sexual, psychological, written, copied, typed, texted, recorded or otherwise communicated to others in the Workplace or in public about Clearview, the Workplace or Workers.

### Harassment

For the purposes of this Policy, "**Harassment**" means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a Worker, or adversely affects the Worker's health and safety, and includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression, sexual orientation, and sexual solicitation or advances.

Harassment includes "**Sexual Harassment**", which for the purposes of this Policy, means:

engaging in a course of vexatious comments 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;

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; and/or

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.

Examples of Harassment include, but are not limited to:

- unwelcome conduct, comments, gestures or contact which causes offense or humiliation (e.g. name calling, harassing phone calls, spreading rumours, practical jokes);
- deliberate mis-gendering (i.e. referring to a person using terms or pronouns that do not align with the person's affirmed gender);
- physical or psychological bullying which creates fear or mistrust or which ridicules or devalues the individual (e.g. fist shaking, yelling);
- exclusion or isolation of individuals;
- intimidation (i.e. standing too close or making inappropriate gestures/comments);
- cyber bullying (e.g. posting or sending offensive or intimidating messages through social media or email);
- deliberately setting the individual up to fail (e.g. making unreasonable demands, setting impossible deadlines, interfering with work);
- intentionally withholding information or giving the wrong information;
- taking away work or responsibility without cause;
- displaying or circulating offensive pictures or materials in print or electronic form; or
- unnecessary and unwelcome physical contacts (e.g. touching, patting, pinching).

Reasonable actions taken by Clearview or supervisors relating to the management and direction of Workers in the Workplace is not Harassment.

## **Violence**

For the purposes of this Policy, "**Violence**" means the threatened, attempted or actual conduct of a person, whether at a Workplace or work-related function, that causes, or is likely to cause, physical or psychological injury or harm, and includes Domestic Violence.

Examples of Violence can include:

- physical acts, including hitting, shoving, pushing, kicking, and sexual assault;
- threatening, verbally or in writing, to harm someone;
- adopting threatening behaviour toward someone including gestures, clenching fists, throwing objects;
- intentionally causing or threatening to cause material damage;
- possessing, showing or using a weapon; and
- intimidating or threatening an individual by adopting aggressive behaviour.

### *Domestic Violence*

**“Domestic Violence”** can be described as subtle and coercive acts to violent acts that result in physical harm or death. Examples of behaviour may include physical violence, sexual abuse, financial control, emotional and psychological intimidation, verbal abuse, stalking and using electronic devices to harass and control.

Domestic Violence becomes a Workplace hazard, and is no longer limited to a personal issue, when it occurs or spills over into the Workplace. It may put the targeted Worker at risk and may pose a threat to co-workers. Domestic Violence can occur between, but is not limited to: current or former intimate partners; people of all ages; family members; people of all racial, economic, educational and religious backgrounds; and people in heterosexual and same-sex relationships. Nature of the relationships could be living together or separately; married or unmarried; or in short- or long-term relationships.

When Clearview is made aware that a Worker is or is likely to be exposed to Domestic Violence at its Workplace, it will take reasonable precautions to protect the Worker and any other persons at the Workplace likely to be affected.

### **Discrimination**

For the purposes of this Policy, **“Discrimination”** means any act, omission or threat, or any policy, practice or term of employment, which directly or indirectly causes differential treatment of, or otherwise adversely affects, an employee or prospective employee in the course of employment or applying for employment, and the act or practice is based on a statutorily protected or prohibited ground under the *Alberta Human Rights Act*, including, but not limited to: 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.

### **Roles and Responsibilities**

It is the responsibility of everyone at Clearview to foster and encourage a respectful work environment, and to take appropriate steps in the event of a contravention of this Policy.

#### *Responsibilities of Workers*

Employees are required to promote a respectful Workplace and comply with this Policy at all times.

As no policy can anticipate and address all situations that may arise in the workplace, all Workers are expected to conduct themselves in accordance with the intent and spirit of this Policy. This includes refraining from causing or participating in the discriminatory, harassing or violent treatment of others in the Workplace.

Employees have an obligation to report instances of Harassment, Violence and Discrimination in the Workplace in accordance with the procedures outlined in this Policy.

Workers must comply and act in good faith during any investigation into breaches of this Policy and cooperate with Alberta Occupational Health & Safety Officers during the investigation process, if required.

#### *Responsibilities of Supervisors*

Managers and supervisors must take all reasonable steps to prevent and effectively deal with Workplace Harassment, Violence and Discrimination. They will support all parties involved in a complaint and provide

guidance and training on this Policy, when requested. They will also watch for warning signs of potential Harassment, Violence and Discrimination, such as drastic changes in behaviour, rumors, isolation, increase in sick leave, increase in resignations, increase in conflicts or aggressive behaviour, and sudden changes in performance.

#### *Responsibilities of Clearview*

Clearview is committed to creating a positive Workplace, free of Harassment, Violence and Discrimination. It will provide education and training in relation to this Policy and to Harassment, Violence and Discrimination generally. It is committed to eliminating Harassment, Violence and Discrimination in the Workplace. It will investigate all incidents of Harassment, Violence and Discrimination and take corrective action where appropriate.

#### **Incident Response and Reporting**

Individuals who have been subjected to inappropriate behaviour that may constitute Harassment, Violence or Discrimination are encouraged to first clearly and firmly make the offender aware that their behaviour is unwelcome, objectionable and must stop. Clearview recognizes that this is not always possible or appropriate, depending on the circumstances. As such, such informal resolution is not required as a precursor to a formal complaint.

If the matter is not resolved informally, the individual may make a written complaint to the Chief Executive Officer. If the designated reporting contact is the respondent, or under the direct control of the respondent, the incident should be reported to Clearview's Board Chair.

The complaint should include as much detail as possible including dates, times, witnesses (if any), a detailed description of the events and nature of the behaviour, acts or conduct complained of, and your attempts (if any, and if not then why not) to deal with the situation directly.

#### **Investigation**

Clearview will investigate and take appropriate corrective actions to address all incidents and complaints of Workplace Harassment, Violence or Discrimination in a fair, respectful, and timely manner with minimal disruption to working relationships. Clearview maintains the right to determine the investigation process and to designate who shall be included and complete the investigation, whether that be internal or external investigators. All investigations will be completed within a reasonable time.

Workers should also be aware that they may exercise their rights pursuant to any other law, including the *Alberta Human Rights Act*.

#### **Confidentiality**

Information about incidents and complaints shall be kept confidential to the extent possible. Information obtained about an incident or complaint of Harassment, Violence, and/or Discrimination, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect Workers, investigate the incident, or take corrective action or otherwise as required by law. Where Clearview is required to disclose information to Workers regarding a specific or potential threat of Violence, the minimum amount of personal information will be disclosed.

While the investigation is on-going, the complainant, the respondent and any witnesses to the alleged incident should not discuss the incident, complaint or investigation with each other or other Workers or

witnesses. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

### **False Accusations**

A person, who submits a complaint in good faith, even where the complaint cannot be proven, has not violated this Policy.

If an investigation results in a finding that the complainant falsely accused the respondent of Workplace Harassment, Violence or Discrimination knowingly, or in a malicious manner, the complainant will be subject to disciplinary action, up to and including termination of employment. False accusations are considered a violation of the Policy and will be recorded in the complainant's personnel file.

### **Non-Retaliation**

No Worker can be penalized, reprimanded, or in any way criticized when acting in good faith while following this Policy and the supporting procedures for addressing situations involving Workplace Harassment, Violence and Discrimination. This Policy does not discourage a Worker from exercising the Worker's right under any other law, including the *Alberta Human Rights Act*.

Retaliation against anyone who has reported Workplace Harassment, Violence or Discrimination is strictly prohibited, and Clearview will take corrective measures, including disciplinary action up to and including termination of employment, as appropriate.

### **Policy Administration**

Clearview is committed to reviewing this Policy every three (3) years, or sooner if deemed necessary, as legislated by the *Occupational Health & Safety Act* (Alberta). This Policy is not meant to override applicable provincial, territorial, or federal laws. Where there are inconsistencies, the applicable laws will prevail.

### **Training and Awareness**

Clearview will ensure this Policy and the supporting procedures are implemented, maintained, and made readily available to all Workers. All Workers will receive relevant information, instruction, and training on the contents of the Policy and its supporting procedures on an on-going basis, as new work processes, conditions, or trends arise, or when new hazards are identified. New Workers will receive a copy of the Policy during orientation. Training for supervisors and Workers will occur every three (3) years, or sooner if deemed necessary, in alignment with the policy administration process.

### **Compliance**

Failure to comply with this Policy may result in disciplinary action, up to and including termination of employment for just cause.

### **Record Keeping**

The documents corresponding to an incident and/or investigation will be kept on file in a secured location for two (2) years from the date of the incident, unless it is reasonable to retain them for a longer period based on the circumstances, such as waiting for the expiration of a limitation period, for evaluation of this Policy, performance management, and to monitor persons of ongoing concern.

## WORKER UNDERSTANDING AND ACKNOWLEDGEMENT

Clearview is committed to providing a work environment in which all Workers are treated with respect and dignity. Harassment, Violence and Discrimination will not be tolerated from any person at, or outside of the Workplace, including Workers, supervisors, visitors, customers, contractors, clients, and any other members of the public.

Clearview is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of Harassment, Violence and Discrimination. All Workers are obligated to uphold this Policy and to work together to prevent Workplace Harassment, Violence and Discrimination.

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**By signing below, I confirm I have read\* and understand this Respect in the Workplace Policy, and I am aware of my responsibilities under the Policy. I agree to the terms of the Policy, and I consent to its application to myself. I understand that compliance with this Policy is a term and condition of my employment, and, if I violate this Policy, the result may be disciplinary action, up to and including termination of my employment for just cause.**

*\* If you are unable to read, you have then been informed by your Supervisor or Human Resources*

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Signature

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Signature

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Worker's Name (please print)

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Clearview Resources Ltd. Representative's Name

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Date

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Date