



## Human Rights Policy (Workplace Violence & Harassment)

Section 5: Rules

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**Prime Boiler Services Ltd.** is committed to eliminating or if that is not reasonably practicable, controlling the hazard of violence and harassment in the workplace. The Company is committed to building and preserving an open, inclusive and healthy working environment for its employees based on mutual respect. Any act of violence or harassment by or against any worker or member of the public is unacceptable conduct and will not be tolerated.

This Policy applies to all Prime Boiler Services' workers, management team, other employers, self-employed, visitors and external worksite parties and any individual conducting business on behalf of the Company at all times.

The purpose of this Policy is to ensure that:

- Individuals are aware of and understand that acts of violence or harassment are considered a serious offence for which necessary action will be imposed
- Those subjected to acts of violence or harassment are encouraged to access any assistance they may require in order to pursue a complaint
- Individuals are advised of available recourse if they are subjected to or become aware of, situations involving violence or harassment

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

### Definitions:

*Violence* whether at a worksite or work-related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

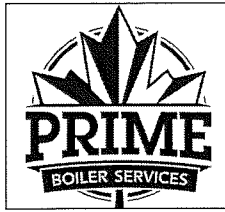
*Harassment* means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and 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 or sexual orientation.
- A sexual solicitation or advance, but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a worksite.

### Application of this Policy

Prime Boiler Services' will not tolerate any form of violence or harassment against any individual, including job candidates, employees, managers, or clients, on any grounds. This commitment applies to, but is not limited to, such areas as training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

Every Prime Boiler Services' employee shall be held personally accountable and responsible for enforcing this Policy and must make every effort to prevent acts of violence or harassing behavior. As such, employees must report every incident of violence or harassment immediately -- whether it was observed, happened to them personally, or if the problem was reported to them.



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#### Prevention Measures

The Company is committed to the following prevention measures:

- Providing training on workplace harassment and violence
- Posting information on workplace violence and harassment prevention
- Providing fencing around our facility yards as a security measure
- Restricting access to our facility keycards, keys and codes
- Keeping our emergency response procedures up to date
- Providing working alone devices to employees
- Investigate any incidents of violence or harassment and will take corrective action to address incidents
- Providing appropriate support for affected individuals including the company providing an Employee Assistance Program

#### Worker Education

The Company will ensure workers are trained in the:

- Recognition of violence and harassment
- Policies, procedures, and workplace arrangements that the Company has developed and implemented to eliminate or control the hazards or violence and harassment
- Appropriate response to violence and harassment including procedures for obtaining assistance
- Procedures for reporting, investigating and documenting incidents of violence and harassment

Individuals will be informed of this Human Rights Policy during safety orientations and company safety meetings plus this Policy will be posted on Company safety boards in our branch offices and office trailers.

#### Right to Assistance

Any individual who believes they have been subjected to violence or harassment has the right to access assistance in communicating their objections and if warranted, in pursuing the complaint more formally. This is particularly important in cases where the alleged offender is in a position of authority, or where there are communication barriers. The Company will advise the individual to consult a health professional of the worker's choice for treatment which may include the use of the Company's Employee Assistance Program.

Individuals also have the right to address their concerns to the Alberta Human Rights Commission and/or the authority in the province of jurisdiction. In Alberta, individuals can contact the government of Alberta's Occupational Health and Safety at 1-866-415-8690.

#### Reporting Procedures

##### Informal Procedure

If you believe you have been subjected to violence or harassment you may:

1. Confront the individual personally, in writing, or with the assistance of a third party, clearly stating the unwelcome behavior/action. It is imperative that the alleged offender immediately be made aware that the behavior or conduct is offensive to you and be given the opportunity to cease such behavior.
2. Carefully record details of the incident (this documentation is the individual's personal record and property) including the:
  - Date of the incident(s)
  - Time of the incident(s)
  - Nature of behavior/description of what occurred
  - Names of any persons who may have witnessed the behavior
3. Discuss the situation with the individual's supervisor, your supervisor or any other Company supervisor.



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**Note:** Any employee who feels harassed or a victim of violence can and should, in all confidence and without fear of reprisal, personally report the occurrence to his/her supervisor or a manager.

### **Formal Procedures**

If you believe you have been subjected to violence or harassment you can make a written complaint to the management team. The written complaint must be delivered to the Human Resources Manager and include the following:

- Date of the incident(s)
- Time of the incident(s)
- Nature of behavior/description of what occurred
- Names of any persons who may have witnessed the behavior

Once a written complaint has been received, Prime Boiler Service's will complete a thorough investigation. Violence or harassment must not be ignored as silence can, and often is, interpreted as acceptance. Employees will not be demoted, dismissed, disciplined or denied a promotion, advancement or employment opportunities because they lodged a complaint when they honestly believed they were being subjected to violence or harassment.

The investigation will include:

- a) Informing the accused of the complaint
- b) Interviewing the complainant, any person(s) involved in the incident and any identified witnesses
- c) Interviewing any other person(s) who may have knowledge of the incident(s) or complaint
- d) Statements from all parties involved will be taken and a decision will be made
- e) If necessary, Prime Boiler Service's may employ outside assistance or request the use of our legal counsel
- f) Where it is determined that violence or harassment has occurred, a written report of the remedial action will be given to the employees concerned.

A copy of the complaint, detailing the complainant's allegations, must be provided to the respondent(s) and contain the following information:

- a) The respondent is invited to reply in writing to the complainant's allegations
- b) The reply will be made known to the complainant before the investigation proceeds
- c) Prime Boiler Service's will take all measures to prevent any unnecessary disclosure of the incident and the identities of the parties

If the complainant decides not to lay a formal complaint, Senior Management may decide that a formal complaint is required, which will be based on the investigation of the incident, and will file such document(s) with the person(s) against whom the complaint is laid.

If it is determined that an act of violence or harassment has occurred, appropriate disciplinary measures will be taken immediately.

### **Confidentiality**

All records of direct and indirect violence or harassment reports filed, and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

Prime Boiler Service's will do everything it can to protect the privacy of the individuals involved and to ensure that the Complainant and the Respondent are treated fairly and respectfully. Prime Boiler Service's will protect this privacy so long as doing so remains consistent with the enforcement of this Policy and adherence to the law.



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### Disciplinary Measures

If the Company determines any employee has been involved in an act of violence or harassment of another employee or individual, immediate disciplinary action will be taken, up to and including immediate dismissal without further notice.

### Policy Review

The Company will review this Policy when:

- An incident of violence occurs
- If the joint health and safety committee or the health representative recommends a review of the policy
- Every 3 years

Signature: \_\_\_\_\_

Eric Madsen

Position: President