

SAFE AND RESPECTFUL WORKPLACE POLICY AND PROGRAM

PURPOSE

The purpose of this Policy and Program is to assist employees in identifying and preventing violence, harassment, sexual harassment and unlawful discrimination in the workplace, to provide procedures for handling and resolving complaints, and to communicate Doman Building Materials' (the "**Company**") position on non-tolerance of violence, harassment, sexual harassment and unlawful discrimination in the workplace.

OVERVIEW

Everyone has the right to a working environment free from violence, harassment, sexual harassment and unlawful discrimination of any kind and where individuals treat one another with courtesy and respect. The Company prohibits and will not tolerate any form of violence, harassment, sexual harassment and unlawful discrimination by or toward any of the Company employees or employees of the Company's contractors, visitors, guests, vendors, or customers. The Company will make every reasonable effort to ensure that its workplace is free from violence, harassment, sexual harassment and unlawful discrimination.

All inappropriate conduct that creates an intimidating, discriminatory and/or hostile work environment is unacceptable and will be taken very seriously. Substantiated complaints may result in disciplinary action up to and including termination of employment for cause or ending business relationships with non-employees.

Violence, harassment, sexual harassment and unlawful discrimination in the workplace is unacceptable whether it happens during work hours, in after-hour meetings to discuss work issues, business trips, office parties or if it otherwise involves co-workers or persons doing business with or for the Company.

Therefore, the Company expects that all employee relationships at the office, plant, warehouse, off-site, or during or after business hours will be business-like and free of violence, harassment, sexual harassment and unlawful discrimination.

Everyone at the Company is expected to adhere to the spirit and intent of this Policy and Program.

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SCOPE

This Policy and Program applies to all of the individuals working for the Company, including employees, temporary employees, casual employees, contractors, supervisors, managers, officers, and directors. The use of the term “**worker**” throughout this Policy and Program includes employees, temporary employees, casual employees, contractors, supervisors, managers, officers, and directors.

All the Company’s employees will be expected to conduct themselves according to the guidelines in this Policy and Program when dealing with coworkers, customers and suppliers.

All customers or vendors who do business with the Company will be expected to treat Company employees with common courtesy, respect and not indulge in any form of violence, harassment, sexual harassment and unlawful discrimination.

This Policy and Program applies to all work-related activities or functions and customer-related activities or functions, whether on or off the Company’s premises, including, but not limited to business meetings, company outings and business-related travel. Additionally, this Policy and Program applies to any violence, harassment, sexual harassment and unlawful discrimination that takes place away from work, including on email, texting, or social media, where the effect of the conduct could potentially impact the Company.

Violence, harassment, sexual harassment and unlawful discrimination in the workplace is prohibited whether or not the incidents occur on the Company’s premises, and whether or not the incidents occur during normal business hours.

WORKPLACE VIOLENCE

Definition of Workplace Violence

Workplace violence is:

- (a) the exercise of physical force by a person against a worker, in a workplace, that cause or could cause physical injury to the worker;
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- (c) a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Examples of workplace violence may include:

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- physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault, throwing an object at a worker, kicking an object the worker is standing on such as a ladder, or trying to run down a worker using a vehicle or equipment);
- any threat, behaviour, or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property; or
- disruptive behaviour that is not appropriate to the work environment (e.g., yelling or swearing).

Domestic Violence

Workers are encouraged to advise Human Resources of an issue in the workers' non-work life that might impact the safety of the worker or a co-worker in the workplace. Any worker who applies for or obtains a restraining order or peace bond which lists the Company's location or the work or other location of another worker as being a protected area must provide Human Resources with a copy of the restraining order or peace bond and any other relevant documents or information requested.

Person With History of Violence

The Company will communicate information relating to a person with a history of violence where:

- workers may reasonably be expected to come into contact with the person in the performance of their job duties; and
- there is a potential risk of workplace violence as a result of interactions with the person with a history of violence.

The Company will only disclose personal information that is deemed reasonably necessary to protect the worker from physical harm.

Assessment of Workplace Violence

The Company periodically assesses the risks of workplace violence that may arise given the nature of the workplace, the type of work performed and the conditions under which work is performed. In doing so, the Company will institute measures to control any identified risks to worker safety. This information will be provided to the joint health and safety committee (JHSC) or safety representative as required by the applicable *Occupational Health and Safety legislation*. The Company will reassess the risks of workplace violence as often as is necessary to ensure that this Policy and Program continues to protect the Company's workers from workplace violence.

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Weapons are strictly prohibited from the Company's premises; violators will be subject to disciplinary action, up to and including termination of employment for just cause, and the incident may be reported to the police.

Reporting Violence

If you are experiencing workplace violence or witness workplace violence, you should take all necessary and reasonable steps to ensure your own safety and the safety of others. Once safe, it is imperative for the safety of all workers that the incident be reported without delay. Reporting any violence or potentially violent situations should be done immediately to management or the Human Resources department.

Employees have the right to request the assistance of the Joint Health and Safety Committee Representative, and if necessary an Occupational Health Officer, to resolve a complaint of harassment.

HARASSMENT

Definition of Harassment

Harassment is prohibited by various legislation across Canada and the US, including but not limited to occupational health and safety legislation, and human rights legislation.

Harassment is defined as engaging in a course of inappropriate or vexatious (i.e. upsetting or aggravating) comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. Harassment can occur even if the targeted employee does not specifically object to the harassment and even if there was no intention to harass.

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Specifically, harassment means any inappropriate conduct, comment, display, action or gesture by a person

(i) that either:

- a) is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
- b) adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and

(ii) that constitutes a threat to the health and safety of the worker.

Harassment most often occurs when there is a pattern of behaviour; however, there could be circumstances in which a single incident of inappropriate behaviour may be substantial enough to constitute harassment.

Harassment can "poison" the work environment where the harassment is related to a personal characteristic protected by applicable *Human Rights Codes*. A "poisoned work environment" may occur when harassment or inappropriate behaviour related to a personal characteristic protected by the *Human Rights Code* interferes with a worker's performance of the duties associated with his or her position. This can occur even if the comments or conduct are not directed at any one person or at the person whose performance is impacted.

A reasonable action taken by the Company or a supervisor relating to the management and direction of workers or the workplace, such as work assignment, performance management, and progressive discipline, is not harassment. Harassment does not include every workplace conflict or interaction that an employee may find unpleasant. The complaint process under this policy should not be used to vent feelings of minor discontent, differences of opinions or generalized dissatisfaction with life in the workplace.

Examples of specific behaviours that may constitute harassment include, but are not limited to:

- Verbal harassment – epithets (i.e. nicknames, name calling), derogatory comments, slurs, insults, jokes, gossip, innuendo, abusive comments, ridicule, aggressive yelling or swearing
 - Visual harassment – posters, cartoons, drawings, gestures, or displays
 - Physical harassment – touching, patting, blocking movement, or gestures
 - Threats or demands – suggestions or statements that certain unreasonable conduct needs to be accepted or that an employee needs to engage in unreasonable conduct in order to protect employment or benefits of a position.
 - Ostracism or harmful hazing or initiation practices
 - Vandalizing personal belongings
 - Stalking or secretly recording
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Sexual Harassment

Sexual harassment is a form of harassment and is defined as:

- (i) engaging in a course of vexatious (i.e. unwanted or unwelcome) comment 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; or
- (ii) 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.

Sexual harassment is not only sexual in nature. Communicating or relying on stereotypes about a gender can be a form of sexual harassment. Sexual harassment can happen to anyone, and is not only targeted at women. Men can also be the subject of sexual harassment.

Some examples of sexual harassment include but are not limited to:

- unwelcome or unwanted sexual advances such as inappropriate patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact normally considered unacceptable by another individual;
 - persistent requests for a "date";
 - unwelcome remarks about someone's hair, body shape, etc.; and
 - questions about someone's sex life.
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How the Company is Making the Workplace Free From Harassment

The Company has consulted with its joint health and safety committee, where required by the applicable *Occupational Health and Safety legislation*, in creating and implementing this program. The Company will review this program as often as is necessary, and at least annually. The Company will provide information and instruction to its workers on the contents of this Policy and Program with respect to workplace harassment.

UNLAWFUL DISCRIMINATION

Discrimination means making a distinction, whether intentional or not, based on the protected grounds enumerated in the applicable *Human Rights Code* relating to personal characteristics of an individual or group, which has the effect of imposing burdens, obligations, or disadvantages on such individual or group not imposed upon others.

The Company will not tolerate any form of unlawful discrimination against job candidates and workers on any of the protected grounds of discrimination, whether during the hiring process or during employment. This commitment applies to such areas as training, performance assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

The protected grounds of discrimination include, but are not limited to, age, marital status, pregnancy, disability, sexual orientation, race, religion, and sex.

Examples of discrimination may include, but are not limited to:

- Displays of offensive, derogatory, or sexually explicit pictures, photographs, cartoons, drawings, symbols, and other material
- Unwanted and unnecessary touching, patting, pinching, or other suggestive physical contact
- Offensive remarks about sexual orientation
- Racist language, slurs, derogatory comments, stereotypes
- Telling racist or ethnic jokes that are by their nature embarrassing or offensive
- Threats or abuse based on colour, language, or ethnic background
- Displaying or distributing racist cartoons, posters, graffiti, books, or pamphlets

If discriminatory actions or practices are experienced by an employee, the incident needs to be reported without delay. Reporting any discrimination should be done immediately to management or the Human Resources department. The employee also has the right to file a complaint with the Human Rights Commission.

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OVERLAPPING CONDUCT

Certain conduct may have overlapping elements of violence, harassment, sexual harassment and unlawful discrimination.

COMPLAINT PROCEDURE

Every Company employee has a stake in preventing violence, harassment, sexual harassment and unlawful discrimination so that the workplace is welcoming to all. Any employee who believes they are a victim of, or believe they have witnessed violence, harassment, sexual harassment and/or unlawful discrimination is encouraged to report the matter promptly in accordance with this Policy and Program.

All complaints of violence, harassment, sexual harassment and unlawful discrimination will be investigated in a prompt and impartial manner with confidentiality protected to the extent possible.

Step One: Report the Incident

1. An employee who considers that he or she has been subjected to workplace violence, harassment, sexual harassment and/or unlawful discrimination (the “complainant”) is encouraged to bring the matter to the attention of the person responsible for the conduct (“the respondent”) and to promptly advise the respondent that his/her behaviour is unwelcome and request that it be discontinued. To avoid any misunderstanding, the complainant should clearly state that they perceive the action/behaviour as a breach of the Safe and Respectful Workplace Policy and Program.
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2. If there is a further incident, or if the complainant is not comfortable with raising their concerns with the respondent, the complainant should advise any one of the following management staff as soon as possible:
 - Immediate Supervisor
 - Plant or General Manager
 - Manager, Human Resources

If the complainant's supervisor or manager is the person engaging in the violence, harassment, sexual harassment and/or unlawful discrimination, contact the Director, Human Resources.

3. If a person in a position of authority receives a complaint or is otherwise aware of or informed of a workplace violence, harassment and/or unlawful discrimination situation, he/she must report this to a representative from Human Resources immediately.
4. When the complainant contacts the management, a meeting will be arranged. The purpose of this meeting is information collection. The respondent will not be present. At the meeting, the complainant is given the opportunity to explain and discuss the situation, as well as obtain information concerning his or her options for dealing with the problem.
5. The Company may require that the complainant put their complaint in writing. The written complaint should include:
 - the complainant's name and contact information;
 - the name of the person or persons involved in each incident and their contact information (if known);
 - the name of any person or persons who witnessed each incident and their contact information (if known);
 - the approximate date and time of each incident the complainant wishes to report; and
 - a full description of what occurred in each incident.

Step Two: Investigation

1. The Company will ensure that an investigation appropriate in the circumstances is conducted when the Company becomes aware of an incident of workplace violence, harassment and/or unlawful discrimination or receives a complaint of workplace violence, harassment and/or unlawful discrimination.
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2. The Company will determine who will conduct the investigation and may appoint either an internal or an external investigator (the “**Investigator**”) as appropriate in the circumstances. The Investigator may take all steps as he or she deems prudent and appropriate to investigate the allegations.
 3. The investigation must be completed in a timely manner and generally will be completed within 90 days or less of when the Company becomes aware of the incident of workplace violence, harassment and/or unlawful discrimination or the complaint of workplace violence, harassment and/or unlawful discrimination unless there are extenuating circumstances warranting a longer investigation.
 4. The Investigator will be responsible for the following:
 - The Investigator will ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The Investigator will remind the parties of this confidentiality obligation at the beginning of the investigation. A breach of this confidentiality obligation by any of the Company’s workers may lead to disciplinary action.
 - The Investigator must thoroughly interview the worker who allegedly experienced the workplace violence, harassment and/or unlawful discrimination, and the respondent, if the respondent is a worker of the Company. If the respondent is not a worker, the Investigator should make reasonable efforts to interview the respondent.
 - The respondent must be given the opportunity to respond to the specific allegations raised by the worker. In some circumstances, the worker who allegedly experienced the workplace violence, harassment and/or unlawful discrimination should be given a reasonable opportunity to reply.
 - The Investigator may interview any relevant witnesses employed by the Company who may be identified by either the worker who allegedly experienced the workplace violence, harassment and/or unlawful discrimination, the respondent or as necessary to conduct a thorough investigation. The Investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the Company if there are any identified.
 - The Investigator must collect and review any relevant documents.
 - The Investigator must take appropriate notes and statements during interviews with the worker who allegedly experienced workplace violence, harassment and/or unlawful discrimination, the respondent and any witnesses.
 - The Investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the worker who allegedly experienced the workplace violence, harassment and/or unlawful discrimination, the response from respondent, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and come to a conclusion about whether or not there has been a breach of this Policy and Program and/or relevant applicable legislation.
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Step Three: Resolution

With respect to complaints of harassment only, a worker who makes a complaint of harassment and the respondent to the complaint will be notified of the results of the investigation and of any corrective action taken or that will be taken by the Company within ten (10) days of the conclusion of the investigation, as required by the applicable *Occupational Health and Safety* legislation.

An investigation will result in one of the following outcomes:

1. Not a breach of the policy – No Action Taken

If the investigation fails to find sufficient evidence to support the complaint, no documentation concerning the complaint will be placed in either the respondent's or the complainant's file. All documentation related to the investigation will be kept in a central file in Human Resources.

2. Not a breach of the policy – Action Taken

If the investigation fails to find sufficient evidence to support the complaint, but inappropriate personal interactions have occurred, the Director Human Resources may take action, which may include education to facilitate an understanding of appropriate personal interactions, but exclude disciplinary measures.

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3. A breach of the policy – Action Taken

If there is a finding of discrimination, bullying and personal harassment, violence and threats of violence and/or retaliation, the Director Human Resources will take action, which may include education to facilitate an understanding of harassment, and/or disciplinary measures up to and including dismissal.

A finding of workplace violence, harassment and/or unlawful discrimination will be considered a violation of the conditions under which a worker is employed or engaged by the Company. Any substantiated complaints regarding any incident(s) of workplace violence, harassment and/or unlawful discrimination will be addressed by management. The determination of any disciplinary action to be taken will ultimately depend upon the nature of the incident(s) and any surrounding circumstances which those determining the appropriate action may consider. Breaching this Policy and Program is a serious breach of trust and will result in disciplinary action up to and including termination for just cause. The disciplinary decisions of the Director Human Resources will be documented and placed in the culpable person's employment file.

If there is a finding that a complaint is frivolous or vexatious (i.e. malicious or false complaint), the Director, Human Resources may impose discipline up to and including dismissal of the complainant. In this case, the disciplinary decisions of the Director, Human Resources will be documented and placed in the complainant's employment file. No documentation of any kind will be placed in the respondent's employment file.

CONFIDENTIALITY

Information obtained about an incident or complaint, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or as otherwise required by law. All workers who are involved in an investigation of workplace violence, harassment, and/or unlawful discrimination must maintain confidentiality regarding the investigation. Should a worker fail to maintain confidentiality regarding the investigation, the worker may be subject to discipline up to and including termination for cause.

COMPLAINT IN BAD FAITH

Workers are prohibited from making a frivolous, malicious and/or knowingly false complaint of workplace violence, harassment and/or unlawful discrimination. It is a violation of this Policy and Program for any worker to knowingly make a frivolous, malicious or false complaint or to provide false information about a complaint and workers may be subject to disciplinary and corrective action, up to and including termination for just cause.

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NO REPRISAL

This Policy and Program prohibits reprisal against individuals acting in good faith who report incidents of workplace violence, harassment, and/or unlawful discrimination or act as witnesses. Management will take all reasonable and practical measures to prevent reprisals or threats of reprisal. Reprisal is defined as any act of retaliation, either direct or indirect.

Examples of retaliation may include, but are not limited to:

- Threat of or actual demotion or involuntary transfer
- Negative changes in terms or conditions of employment
- Denial of opportunities including training opportunities
- Personal harassment, including ostracism or exclusion from normal social and professional interactions

POLICY AND PROGRAM REVIEW

The Company will review this Policy and Program as necessary, and at least annually, and will post the Policy and Program in a conspicuous place in the workplace. All employees will be provided with a copy of this policy.

I acknowledge receipt of this policy. I have reviewed it and I understand the contents.

Employee Name	Employee Signature	Date Signed
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Acknowledgement and signature page follows.....

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I acknowledge receipt of the Doman **Safe and Respectful Workplace Policy** (last revised on February 21, 2020).

This is a 14-page policy document (including signature page). I have read the Policy and I understand the contents.

Employee Name

Employee Signature

Date Signed

Please return the original signed acknowledgement to Human Resources and provide a copy to the employee.
