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SCOPE: This policy applies to all Dexterra Group employees, divisions, subsidiaries and joint ventures. This policy shall also apply to consultants, temporary and agency workers, relevant third parties, contractors and visitors

1.0 POLICY

1.1 Purpose

- Dexterra Group will demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organization. We will ensure the health and safety at work of all our people and those who may be affected by our work activities. We will continually seek to determine what we can do better or differently tomorrow. This policy reflects our commitment to reducing the risk of workplace violence in our operations.

1.2 Objectives

- To communicate Dexterra Group’s approach regarding Workplace Violence,
- To ensure every employee is treated in a manner consistent with this policy; and
- To communicate steps to be taken if faced with violence in the workplace.

1.3 Principles

- Dexterra Group will take all reasonable and practical measures to prevent workplace violence and

protect employees from the hazards associated with workplace violence. Violent behaviour in the workplace is unacceptable from anyone. Everyone is expected to uphold this policy and to work together to prevent workplace violence. Appropriate remedial, disciplinary, and/or legal action will be taken according to the circumstances.

- The Harassment-Free Workplace Policy should be consulted regarding issues of personal harassment and harassment related to discrimination and inequitable work practices.

2.0 DEFINITIONS

- **Workplace Violence-** is defined and includes but is not limited to:
 - Physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault);
 - Any threat, behaviour or action which is interpreted to carry the potential to harm or endanger the physical or psychological safety of others, result in an act of aggression, or destroy or damage property; and
 - Disruptive behaviour that is not appropriate to the work environment.
- **Domestic violence-** is a term that describes any violence, physical or psychological that generally includes a pattern of behaviors used by one partner to maintain power and control over another partner in an intimate relationship.
- **Sexual violence-** is a broad term that describes any violence, physical or psychological, carried out through sexual means or by targeting sexuality. Sexual violence takes different forms and can include:
 - Sexual abuse, sexual assault, rape, rape during armed conflict, sexual harassment, stalking, indecent or sexualized exposure, degrading sexual imagery, voyeurism, cyber harassment.

3.0 RESPONSIBILITIES

All employees are responsible for preventing and reporting acts of violence, acts of violence that threaten or are perceived to threaten a safe work environment to themselves or others. In addition to this general responsibility, the following will be expected;

3.1 Management and Supervision

Management and Supervision (regardless of actual title) will:

- Understand and uphold the principles of this policy;
- Communicate this policy to all employees;
- Provide information, instructions and training on factors that contribute to workplace violence that are appropriate to the workplace of each employee exposed to workplace violence or a risk of workplace violence
- Conduct workplace violence risk assessments to determine whether the nature of the work or the work environment places, or may place, employees at risk of violence;
- Consult with Joint Health & Safety Committees (JHSCs), assigned Health & Safety support person(s), Human Resources business partner(s), and where appropriate, Security Departments, in conducting hazard assessments, and develop practical steps to minimize or eliminate identified risks;
- Take all reasonable and practical measures to minimize or eliminate risks identified through the risk assessment process, workplace inspections, or the occurrence of an accident or incident;
- Conduct further risk assessments at intervals of time appropriate to the specific conditions and circumstances of the jobs performed;

- Establish a process for reporting, investigating, documenting and debriefing accident or incidents of violence;
- Respond promptly to all reports of violence or work refusals related to workplace violence, address immediately all accident or incidents of workplace violence, and not condone or permit any behaviour contrary to this policy;
- Ensure that all known accident or incidents of workplace violence are investigated to the appropriate extent based on the nature of each accident or incident and the actual or potential threat it posed to worker safety;
- Consult with other parties (e.g., Security, Health & Safety advisors, JHSC, Employee Assistance, police services, witnesses)
- Take all reasonable and practical measures to minimize or address risks identified by the incident
- Document the accident or incident, its investigation and corrective action(s) taken;
- Take all reasonable and practical measures to protect workers, acting in good faith, who report workplace violence or act as witnesses, from reprisal or further violence;
- Review hazard assessments annually, or as changes to job responsibilities or environments occur, and revise the assessment as needed. Provide report to H&S Advisor; and
- Review annually, in conjunction with review of risk assessments, the effectiveness of actions taken to minimize or eliminate workplace violence and make improvements to divisional procedures, as required.

3.2 Health, Safety, Environment and Quality (HSEQ)

HSEQ will:

- Assist management and supervision to implement this policy, develop procedures and initiate the annual review of the policy and procedures.

3.3 Joint Health & Safety Committees (JHSC)/ Health & Safety Representatives (H&SR)

Joint Health & Safety Committees (JHSC)/ Health & Safety Representatives(H&SR) will:

- Review the Workplace Violence Risk Assessment results and provide recommendations to management to reduce or eliminate the risk of violence;
- Review all reports forwarded to the JHSC or H&SR regarding workplace violence and other incident reports as appropriate pertaining to incidents of workplace violence that result in personal injury or threat of personal injury, property damage, or policy involvement;
- Participate in the investigation of critical injuries (e.g., incidents that place life in jeopardy, result in substantial blood loss, fracture of leg or arm, etc.) or work refusals;
- Recommend corrective measures for the improvement of the health & safety of employees;
- Respond to employee concerns related to workplace violence and communicate these to management; and
- Participate in the review of the policy for continuous improvement.
- In addition, the JHSC may participate in the investigation of reported incidents or accidents that result in personal injury/ illness or have the potential to result in injury/ illness.

3.4 Employees

All employees will:

- Maintain a safe work environment;

- Report any relevant Don't Walk By's that are related to workplace violence matters
- Have the right to refuse work if one believes that he or she is endangered by workplace violence
- Not engage in or ignore violent, threatening, intimidating or other disruptive behaviours; and
- Report promptly to their supervisor, manager, human resources, or health & safety advisor any incident where the employee is subjected to, witnesses, or has knowledge of workplace violence, or has reason to believe that workplace violence may occur.
- Report any violence that may risk danger to themselves or others in the workplace from domestic or sexual violence outside of the workplace is encouraged to report such violence so that the company can take reasonable preventative steps and supportive measures.
- Co-operate with the police, company investigators or other authorities as required during any investigation related to workplace violence.

4.0 REPRISALS

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

5.0 PROCEDURE

5.1 Risk Assessment Procedure

Conduct an evaluation to determine whether a risk of violence exists due to the nature of the workplace, the type of work or the conditions of work. A sample Workplace Violence Risk Assessment is available in the Health Safety Centre. Management may add questions to this Form, if needed, to ensure all aspects of workplace violence within their workplaces and work operations are addressed. Management is encouraged to involve their divisional health and safety support where required in developing, conducting and evaluating the risk assessment.

The risk assessment includes a review of the following:

- Reviewing past incident, accident and other reports (e.g., Security, H&S orders) regarding incidents of violence and identifying the potential for Violence.
- Reviewing past employee complaints or concerns regarding workplace violence and actions that were taken or that should be taken to address these concerns.
- Reviewing past JHSC or H&S representative discussion and recommendations regarding workplace violence.
- Considering interviewing staff to ascertain their experiences of workplace violence, to determine whether workplace violence controls are in place, are adequate or need enhancement.
- Reviewing work situations that may place employees at risk of workplace violence and identifying risk factors.
- Reviewing physical premises (the workplace) to identify risk factors that may result in workplace violence.

At the end of the Workplace Violence Risk Assessment, work locations/work operations will have identified workplace violence risk factors that will require controls. Controls may already be in place which are enough or need enhancement or controls may need to be introduced and implemented.

5.2 Training

Information, instruction and training on workplace violence including what constitutes workplace violence and the factors that contribute to workplace violence will be provided.

The information, instruction and training will be provided:

- During new hire onboarding
- When new information on workplace violence becomes available
- At least every three years.

The information, instruction and training will include the following;

- Awareness of the Workplace Violence Policy
- The nature and extent of the workplace violence and how employees can be exposed.
- Information on what constitutes workplace violence and the methods of identifying the factors that contribute.
- Site specific risk assessment and violence prevention measures that have been developed.
- Procedures for reporting on workplace violence of the risk.

5.3 Reporting Procedure

- Any person who believes he or she is being treated in a manner not consistent with this policy should immediately make their objection clearly known to their immediate Supervisor or, if unable to report to the immediate supervisor, Health, Safety, Environment, Quality (HSEQ) or Human Resources Department.
- Any person who believes they are being treated contrary to this policy should keep a written record of the nature of the alleged violation, date(s), time(s), factual and objective description of behaviour(s), actions taken, and names of witnesses or of those who intervened, if any.
- The person receiving the complaint will contact the Health and Safety or Human Resources Department directly to seek guidance to initiate an investigation with a view to resolving the complaint at an early stage.
- Where injury or illness has occurred, the accident will be reported into the WCB claims team as per WCB reporting requirements.

5.4 Investigation

- No complaint will be regarded as substantiated until it has been properly investigated.
- The complainant, the person alleged to have violated this policy, as well as any witnesses or individuals who intervened will be interviewed in the course of the investigation. Written records of these interviews will be made and retained. All efforts will be made to ensure that these proceedings are kept confidential.
- The primary goal of the investigation is to understand each person's position/perspective in an endeavour to develop an agreement between the complainant and the respondent about future working relationships. If this is not possible, the investigator will make findings of fact regarding the complaint in a timely fashion. The investigation may be conducted by a third party contracted by Dexterra Group for this purpose.
- At the conclusion of the investigation, Dexterra Group will take appropriate action if necessary. Dexterra Group shall ensure that the complainant and the respondent, if an employee of Dexterra

Group, are informed in writing of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation. Disciplinary sanctions will be imposed for violations of this policy, as appropriate, up to and including termination of employment or termination of the contractual relationship.

5.5 Emergency Response

- If acts workplace violence occurs in your area, do not become involved or attempt to handle the situation.
- Attempt to summon help by calling 911 (or other appropriate emergency line for your workplace location) if warranted and contact your supervisor and/or security immediately.
- Try to safely and calmly move yourself and others to a safe location.
- If given the opportunity to exit safely, do so quickly and quietly.
- Each workplace will have site specific requirements, and these must be reviewed with employees and posted in the appropriate area(s).

6.0 POLICY REVIEW

This policy will be reviewed and approved by the Senior Leadership team, at a minimum annually and amended, as necessary. This policy will be documented, posted and communicated to all our people, contractors, applicable supply chain and stakeholders.

5.0 ACKNOWLEDGEMENT

I acknowledge, understand, and have read the Workplace Violence , HSEQ-POL002	
Employee Signature	
Date Signed	

Dexterra Group reserves the right to amend, modify, suspend or terminate any of its programs (including benefits) and policies covering employees and former employees, including retirees, at any time, including after employees' retirements, without notice by action of its Senior Leadership Team or other committee expressly authorized by the Senior Leadership Team to take such action. The programs, benefits and policies to which an employee or former employee, including retiree, is entitled are determined solely by the provisions of the applicable program, benefit or policy as amended from time to time.