



Respectful Workplace Policy 2020

Revision History

Date	
April 26, 2019	First Version
March 24, 2020	Second Version

RESPECTFUL WORKPLACE POLICY & PROCEDURES

Purpose

Tamarack Valley ("Tamarack") is committed to building and preserving a safe, productive, and healthy working environment for its employees, consultants and contractors ("workers") based on mutual respect. Tamarack is committed to eliminating or, if that is not reasonably practicable, controlling the threat of harassment and/or violence. Violence or harassment are considered a serious offence which will not be tolerated and will be addressed immediately by Tamarack.

Definitions

Violence: Whether at a work site 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: Can be defined as any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying, or action by a person which the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affect the worker's health and safety. Additionally, this could be any intimidating, malicious, or insulting behaviour, and/or abuse of power or authority which attempts to undermine an individual or group of employees and which may cause a person/s to experience distress.

Harassment includes a sexual solicitation or advance, as well as 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.

Harassment does not include any reasonable conduct of an employer or supervisor in respect to the management of workers or a work site.

Worksite: This policy applies to harassment and violence whether it occurs on Tamarack premises or in some other location where a company activity occurs, such as on a work site, a business trip or at a Tamarack social event.

Working alone: A person is alone at work when they cannot be seen or heard by another person. This includes all workers who may go for a period of time where they do not have direct contact with a co-worker.

Guidelines

Training and Education

Tamarack will ensure that all employees are trained and educated on preventing violence and harassment in the workplace and that they are clear about the roles and responsibilities, as well as this policy and procedures. The training will cover at minimum the following topics:

- How to recognize workplace violence and harassment;
- The policy, procedures, and workplace arrangements that effectively minimize or eliminate workplace violence and harassment;
- The appropriate response to workplace violence and harassment, including how to obtain assistance; and
- Procedures for reporting, investigating, and documenting incidents of workplace violence and harassment.

In addition, a copy of this policy will be made available to all employees.

Hazard Assessment

In support of this policy, we have put in place workplace harassment prevention procedures. It includes measures and procedures to protect workers from the hazard of harassment and violence (Appendix A).

All employees are encouraged to raise any issues where there is a potential for violence and/or harassment.

Reporting Procedures

Reporting Violence and Harassment

If you are either directly affected by or witness to any violence and harassment in the workplace, it is imperative for the safety of all Tamarack employees that the incident be reported without delay. Reporting any harassment, violence, or potentially violent situations should be done immediately to management, or the human resources department.

An incident that involves workplace violence is an incident that had the potential to cause serious injury to a worker. As such, Tamarack will investigate all incidents of violence, and prepare a report which outlines the circumstances of the violence. In addition, the company will ensure that the report is available upon request to an occupational health and safety officer.

Tamarack shall provide appropriate assistance to any employee who is the victim of workplace violence and harassment.

Tamarack will ensure that a worker is advised to consult a health professional of the worker's choice for treatment or referral if the worker reports an injury or adverse symptom resulting from workplace violence or is exposed to workplace violence. This will include ensuring the worker has access to Tamarack's Employee Family Assistance Plan.

Informal Procedure

If you have been the subject of violence and harassment, you may:

- Assuming it is safe to do so, confront the alleged offender personally, or in writing, clearly stating what the unwelcome behaviour or action was and requesting that it stop immediately; or
- Discuss the situation with the alleged offender's supervisor, your supervisor, or any other supervisor.

Any employee who is the victim of violence and harassment can and should, in all confidence and without fear of reprisal, personally report the occurrence to their supervisor or a manager.

Formal Procedure

An employee who is the subject of violence and harassment may make a written complaint to their supervisor, or in the event the supervisor has a conflict of interest, then the complaint should go through the Workplace Psychological Safety Hotline. The complaint should include the following information:

- The date and time of each incident you wish to report;
- The nature of the violence or harassment;
- The name of any persons involved in the incident;
- The name of any persons who witnessed the incident; and
- A full description of what occurred.
- A description of the impact, i.e. was worked missed because of the incident or was medical/psychological treatment provided.

Insight's Workplace Psychological Safety Hotline

Employees may contact Tamarack's current EFAP provider, Insight Corporate Care (ICC), if they would like to register a claim/concern and seek support in a safe and objective setting outside of work. Insight Corporate Care can go through as many of the following steps as required:

- Intake: A brief description of claim/concern will be taken. Employee will be connected to an ICC associate or therapist with significant expertise within one business day
- Employer Notification: Employer will be notified that an intake occurred and that a case/incident review will be initiated.
- Case review: ICC will gather details of the incident (s), examine rights, obligations, and possible options going forward. Conduct a preliminary determination of physical and/or psychological effects, provide resources (ex. EFAP), and confirm follow-up actions.
- Prompt Individual Support: Varies by case, but could include: psychological assessment, counselling, and/or return to work assessment.
- File an Internal Complaint with the Employer: If requested ICC will assist the employee in notifying the employer of the situation and seek follow-up actions from the employer.
- Investigate/Resolve Complaint, Take Corrective Actions: ICC can assign a separate team member to assist the employer with an investigation, implementation of resolution and restitution efforts, return-to-work assessment, accommodation plan, review and develop policies and processes, and develop prevention initiatives.

The Workplace Psychological Safety Hotline can be reached at 403-252-1716 in Calgary, and 780-461-1717 in Edmonton. Please indicate you are calling from Tamarack Valley Energy to access the Workplace Psychological Safety Hotline and an ICC associate will contact you.

Investigation Procedures

Tamarack management will make every effort to investigate and resolve all complaints of violence, harassment or discrimination discreetly and effectively. An investigation will depend on the nature and seriousness of the complaint and may include:

- Informing the accused of the complaint.
- Interviewing the complainant, any persons involved in the incident and any identified witnesses.
- Interviewing any other persons who may have knowledge of the incident.

If necessary, the organization may employ outside assistance or request the use of our legal counsel. Where it is determined that violence and/or harassment has occurred, the employees concerned will be informed of the remedial action. Tamarack will ensure the investigation is carried out in a fair, timely, and respectful manner.

Senior management may decide, in situations where a formal complaint is not made, to investigate any occurrence or perceived occurrence of workplace violence or harassment.

Fraudulent or Malicious Complaints

Unfounded, frivolous, or fraudulent allegations of violence and harassment may cause both the accused person and the company significant damage.

If the company determines that any employee has knowingly made false statements regarding an allegation of workplace violence or harassment, immediate disciplinary action will be taken and may include immediate dismissal without further notice.

Confidentiality

All records of violence and harassment and subsequent investigations are considered confidential and are strictly prohibited from being disclosed to anyone except to the extent required by law and to properly investigate such incidents.

In cases where criminal proceedings are forthcoming, the organization will assist police agencies, lawyers, insurance companies, and courts to the fullest extent. Tamarack will do everything it can to protect the privacy of the individuals involved and to ensure that employees are treated fairly and respectfully.

Reprisal

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

Disciplinary Measures

If it is determined by the company that any employee has been involved in a violent behaviour or unacceptable conduct related to another employee, immediate disciplinary and remedial action will be taken. Such disciplinary and remedial action may involve counselling, a formal warning, and other disciplinary measures, and could result in immediate dismissal without further notice depending on the circumstances.

Roles and Responsibilities

We expect that all of our employees will work together to ensure there is not violence and harassment in our workplace, and as such, employees of Tamarack are required to comply with the following responsibilities:

All Employees: All Tamarack employees are personally accountable and responsible for complying with this policy and must make every effort to prevent and eliminate violence and harassment in the work environment and to intervene immediately by advising a member of management if they observe a problem or if a problem is reported to them.

Co-workers: If you are a co-worker who has witnessed violence or harassment in the workplace:

- Inform the victim that you have witnessed what you believe to be violence or harassment and that you find it unacceptable. Support is often welcome.
- If you feel comfortable doing so, inform the offender that you have witnessed the act and find it unacceptable.
- Encourage the victim to report the incident to their supervisor or manager.

Management:

- Management has a legal responsibility for creating and maintaining a violence and harassment-free workplace.
- Management will enforce this policy and ensure its application in the day to day operations of Tamarack by its employees.
- Managers must be sensitive to the climate in the workplace and address potential problems before those problems become serious.

When an employee has asked their manager to deal with a violent incident, or has witnessed workplace violence or harassment, the manager shall:

- Support the employee.
- Work with the employee and document the offensive action and have the employee submit a complaint. If the employee doesn't wish to file a complaint, the manager must take remedial or corrective action which may involve the commencement of an investigation.
- Take any steps required to ensure the safety of Tamarack employees.

Special Circumstances

If an employee has a legal court order (for example, a restraining order or “no-contact” order) against another individual, the employee is encouraged to notify his or her supervisor, and to supply a copy of that order to the People & Culture department. Such information shall be kept confidential.

If any visitor to the Tamarack workplace is seen with a weapon (or is known to possess one) or makes a verbal threat or assault against an employee or another individual, employee witnesses are required to immediately contact the police, emergency response services, their immediate supervisor, and the human resources department.

Revision History

This policy will be reviewed at least once every four years.

An electronic version can be found at: S:\TVE Office\Staff\Tamarack Codes & Policies

Date	Revision #	Description of Change
March 24, 2020	2	Added Work Alone definition and added a note in the Calgary Office Hazard Assessment to Tamarack’s working alone policy. Formatting edits.
March 13, 2020	2	Made edits to section 3- retaining documents Changed EFAP provider, updated contact information and details
April 26, 2019	1	New policy- First Version

Tamarack Valley Energy- Respectful Workplace Policy 2020

Agreement

THIS POLICY SIGNED this _____ day of _____ 20____, in the City of _____, in the Province of _____.

Signed _____

Signed _____

Print Name: _____

Witness: _____

Appendix A

VIOLENCE AND HARASSMENT HAZARD ASSESSMENT

Tamarack is committed to building a safe, healthy and hazard-free workplace that complies with all Federal and Provincial Health and Safety regulations. In dealing with workplace hazards, Tamarack has adopted this policy to provide employees with guidelines for Workplace Hazards, specifically with Harassment and Violence in the Workplace.

Calgary Office Hazard Assessment:

Issue	Potential Hazard	Safe Work Procedures " What to do if"
Violence	Employee leaving the office after working late in the evening.	<ul style="list-style-type: none"> • If you are leaving the Calgary office after normal working hours, you are encouraged to take a taxi home or ask building security to escort you to your vehicle. Employees must use best judgement to ensure their own safety. • All Tamarack employees have the right to refuse to work late if they feel unsafe doing so or leaving the office after hours.
Violence	Employees working alone after hours.	<ul style="list-style-type: none"> • Tamarack's corporate offices are secure with security guards on duty 24 hours per day. Tamarack's floors are restricted to cardholders (employees and consultants). • Brookfield security number (310-7378) available to all Calgary employees on phone list and employees can call with any suspicions or issues. • More information regarding procedures can be found in Tamarack's Working Alone Policy.
Harassment, Violence	Employees attending company events where alcohol is consumed. Potential for harassment and/or violence from other employees or guests.	<ul style="list-style-type: none"> • Tamarack's Violence and Harassment Prevention Policy states that we have zero tolerance for harassment and/or violence. • First and foremost, employees will look out for themselves and for each another. Attend corporate events with at least one other person. Team leader will keep an eye on their group to ensure everyone is included. • Tamarack employees, contractors and guests are expected to act in a respectful manner at all times; respect rules of the venue and act in a manner that positively represents the organization and its employees. • Let others know if their actions or words are offensive to you or another person. Ask that offending behaviour, harassment, bullying, excluding others, excessive teasing, sexual remarks stop immediately. • Tamarack employees will comply with our Alcohol and Drug Policy by drinking responsibly and not driving under the influence.

Violence	Employees leaving company event alone.	Let another employee know you are leaving and what your plan is to get home.
Violence	Horseplay with employees (i.e. body checking, shoving).	No excessive rough play at any time at the office, formal or informal events
Violence	Disgruntled former employee/contractor or angry guest at Reception.	Receptionist and office assistants are trained on how to deal with a hostile situation (call Brookfield security, call 9-1-1 if necessary, use intercom to announce intruder)
Violence	Unknown individuals in office, "tailgating" in.	<ul style="list-style-type: none"> • Reception desk will be staffed at all times. Receptionist will ensure visitors sign in. • Every employee has the authority and responsibility to question guests who don't have a visible access card.
Violence	Someone/something dangerous gets into building.	Brookfield security has lock down procedure. Receptionist takes annual training to learn how to handle.
Harassment, Violence	Bullying: can take many forms, such as but not limited to: exclusion, singling out in meeting, overly aggressive disagreement, teasing, gossiping. Harassment can come from peers, direct reports or someone more senior than employee.	Education and training employees on what bullying and harassment is (including specific examples). Section in code of conduct outlines zero tolerance for bullying and harassment at the workplace.
Harassment	At time of recruiting or hiring procedures.	All managers are trained in appropriate, non-discriminatory interview and selection processes.
Harassment/Violence	Ensure all employees are trained on policy and procedures.	<ul style="list-style-type: none"> • New employees receive training in Violence and Harassment prevention. They are required to read and agree to abide by the policies in Tamarack's Code of Business Conduct and Ethics which includes Harassment and Violence Policy. • All employees and contractors have access to Violence and Harassment prevention procedures on Tamarack's Shared Drive and on CMDS (Competency Management & Deployment system).
Harassment	Social media posts from disgruntled former employee/contractor	Employee will do their best to ignore all social media posts and will discuss any concerning social media harassment with their Supervisor. If the situation escalates, Supervisor will document details of the situation and report the individual to authorities.
Harassment/Violence	Program Administration	Review Harassment/Violence prevention procedures and hazards annually or whenever there is an incident.

Field Hazard Assessment:

Issue	Potential Hazard	Safe Work Procedures " What to do if"
Violence	Employees arriving at worksite and coming across a thief or trespasser	<ul style="list-style-type: none"> • Tamarack's Standard of Practice trains workers to leave the worksite immediately and call the Police/RCMP. They are not to enter any crime scene. • All Tamarack employees have the right to refuse to work if they feel unsafe at the worksite.
Violence	Employees working with angry landowners, or hunters who are protective of their traps	<ul style="list-style-type: none"> • Tamarack's Standard of Practice instructs that workers are not to enter into any argumentative conversations or confrontational situations. • If a landowner, hunter or any other member of the public is upset, Tamarack employee/contractor is to diffuse the situation as best as they can. Specific to landowners, the worker should take notes of their concerns and have the Superintendent follow up with the landowner at a later date.
Violence	Employee driving to worksites and the potential for road rage	Tamarack's Standard of Practice states that workers are not to enter any confrontational situations and will do their best to diffuse the situation. If it is safe to drive away from the angry driver, employee should immediately do so. Tamarack workers must at all times drive defensively and within the rules of the law.
Violence	Disgruntled former employee/contractor or angry guest	<ul style="list-style-type: none"> • Manager should conduct termination discussions in a public place or should have another employee present. • Employee should always use best judgment to maintain workers' safety. Some strategies may include calling another employee for back up, leaving worksite if appropriate, or calling the authorities to report potentially violent employee/contractor or guest.
Violence, Harassment	Employee working alone in field office or at worksites	<ul style="list-style-type: none"> • Front doors of the office will be locked after hours. Employees instructed to lock office doors if they are working alone. • According to the Working Alone Code of Practice outlined in Section 12.11 of the Health and Safety manual, employees must use their ARMS working Alone app, and in needed situations, use the panic alarm on the app. • If employee is uncomfortable working alone, they should contact their manager to request back up.
Violence, Harassment	Contractors fighting on worksite, physical altercations.	<ul style="list-style-type: none"> • Tamarack's Code of Conduct includes zero tolerance for violence. • Section 1.11 of the Health and Safety manual states: Tamarack strictly prohibits all types of harassment and violence in the workplace, including behaviours such as physical assault or aggression. • Follow up on any incident with an immediate investigation, if necessary.

Harassment	Visiting landowner's home and a minor answers the door	<ul style="list-style-type: none"> • Employee will leave immediately as all communication must be through the owner of the land. • Employees are instructed to wear Tamarack coveralls, or other Tamarack identifying gear, to identify themselves as a Tamarack representative.
Harassment	Unwanted physical touch or sexual comments	<ul style="list-style-type: none"> • Communicate zero tolerance policy for violence and harassment, as per Tamarack's Code of Conduct • Section 1.11 of the Health and Safety manual states: Tamarack strictly prohibits all types of harassment and violence in the workplace, including behaviours such as unsolicited and unwelcome conduct, comment, gesture, or contact which causes offense or humiliation. • Report immediately per Violence & Harassment prevention policy.