



## WORKPLACE HARASSMENT AND DISCRIMINATION POLICY

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### POLICY STATEMENT

Lenbeth Weeping Tile (EDM) is committed to providing a safe and respectful workplace free from harassment, discrimination, and retaliation. We recognize that harassment, in any form, undermines the dignity and well-being of individuals and can have a detrimental effect on their ability to perform their work. As part of our broader commitment to diversity, equity, and inclusion, we do not tolerate harassment and will take appropriate steps to prevent and address it.

### PURPOSE

This policy aims to define workplace harassment, provide guidelines for addressing harassment complaints, and outline the steps for resolving harassment-related issues in accordance with Alberta's Employment Standards and Human Rights legislation.

### SCOPE

This policy applies to all employees, contractors, volunteers, and other individuals who work at or represent Lenbeth Weeping Tile (EDM), whether on or off company premises, and whether during work hours or otherwise. It applies to any situation where harassment occurs in connection with the workplace, including interactions with clients, customers, or members of the public.

### DEFINITIONS

#### Harassment

- Harassment is any unwanted, offensive, or discriminatory behavior, conduct, or communication that creates a hostile, intimidating, or degrading environment. This includes but is not limited to:
- Verbal Harassment: Comments, jokes, or slurs that are offensive, inappropriate, or demeaning based on a person's race, gender, religion, sexual orientation, disability, or other protected characteristic.
- Physical Harassment: Unwelcome physical contact, gestures, or behavior that causes discomfort or distress.
- Psychological Harassment: Bullying, intimidation, or any form of behavior that undermines an individual's mental well-being.
- Sexual Harassment: Unwanted sexual advances, comments, or conduct that creates an intimidating, hostile, or offensive work environment.
- Harassment can occur in a single incident or as part of a pattern of behavior over time.

Discrimination involves treating someone unfairly based on their race, gender, age, religion, disability, or other protected characteristic, and is a form of harassment prohibited under both Alberta's Employment Standards and Human Rights legislation.

Harassment includes any unwelcome conduct based on any of the following prohibited grounds:

- Race, ethnicity, or national origin
- Religion or creed
- Age
- Gender, gender identity, or gender expression
- Sexual orientation
- Marital or family status
- Disability
- Any other characteristic protected under the Alberta Human Rights Act

This list is not exhaustive, and any conduct that creates a toxic, unsafe, or hostile work environment will be treated as harassment under this policy.

#### COMMITMENT TO PREVENTION

Lenbeth Weeping Tile (EDM) is committed to preventing workplace harassment through:

- Regular training and education on workplace harassment, including awareness of unacceptable behaviors and how to report them.
- Clear communication of this policy to all employees, ensuring that everyone understands their rights and responsibilities.
- A workplace culture that promotes respect, inclusion, and understanding, with leadership modeling positive behavior.

#### REPORTING HARASSMENT

Employees who believe they have been subjected to harassment or witnessed harassment are encouraged to report the incident(s) promptly. Reports can be made in confidence to:

- Immediate Supervisor or Manager: Supervisors and managers are responsible for addressing and investigating complaints within a reasonable time frame.
- Human Resources or Office Manager: If the matter is not resolved at the manager level, employees may escalate their complaint to Human Resources or Office Manager for further investigation.

All complaints will be treated with seriousness, confidentiality, and respect, ensuring that no individual will face retaliation for filing a harassment report.

Upon receipt of a harassment complaint, Lenbeth Weeping Tile (EDM) will:

- Investigate the complaint thoroughly and impartially, respecting the privacy and dignity of all parties involved.
- Take appropriate corrective actions if harassment is found to have occurred, which may include disciplinary actions up to and including termination of employment for the harasser.
- Ensure that all complaints are resolved fairly, promptly, and without retaliation.

#### RETALIATION PROHIBITED

Lenbeth Weeping Tile (EDM) strictly prohibits retaliation against any employee for reporting harassment, participating in an investigation, or opposing harassment. Any form of retaliation will be treated as a violation of this policy and may result in disciplinary action.

#### CONFIDENTIALITY

All reports of harassment will be handled in a confidential manner. The details of the complaint, the investigation, and the resolution will be kept confidential to the extent possible, consistent with the need to investigate and resolve the matter.

#### TRAINING AND AWARENESS

Lenbeth Weeping Tile (EDM) will provide regular training on this policy to ensure that all employees are aware of:

- What constitutes harassment and discrimination.
- How to report harassment and discrimination.
- The steps the company will take to address complaints.
- Training will be provided during orientation and on an ongoing basis to ensure that employees remain informed.

#### LEGAL COMPLIANCE

This policy is aligned with Alberta's Employment Standards and Human Rights legislation, including the Alberta Human Rights Act and Employment Standards Code. Lenbeth Weeping Tile (EDM) ensures that all its policies and practices comply with the applicable laws and regulations regarding workplace harassment and discrimination.

Any violation of this policy may result in disciplinary action, up to and including termination of employment, depending on the severity of the violation. Employees found to be making false or malicious complaints may also face disciplinary action.

#### CONCLUSION

Lenbeth Weeping Tile (EDM) is committed to fostering a work environment where all employees are treated with respect and dignity. By adhering to this policy and taking steps to prevent and address harassment, we aim to create a positive, supportive, and productive workplace for all.