



# ACU- HR-02PL003 R00

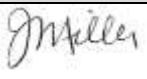


## RESPECTFUL WORKPLACE POLICY

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**Notes:** Policy replaces CAN-HR-05M001

### Approval & Authority

Position	Name	Signature	Date
Sr. Director of HR	Jenn Miller		11.11.2020
Chief HR Officer	Yulia Austin		11.11.2020
President	Talman Pizzey		11.12.2020

HR Department  
Corporate Office



Revision Summary		
Revision No.	Date	Description
0	November 11, 2020	Replaced CAN-HR-05M001. Scope expanded to North America; Updated definitions; Addition of applicable US legislation to 6.0 References and Contact; Complaints Process removed; Formatting changes



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## 1.0 OBJECTIVE

Acuren is committed to providing a workplace that is respectful and free from violence, harassment and discrimination.

## 2.0 SCOPE

This policy applies to all employees of Acuren and its affiliates and subsidiaries collectively known as "ACUREN", and their interactions with other employees, applicants for employment, contractors, clients and members of the public.

## 3.0 DEFINITIONS

**Respectful Workplace:** a work environment that supports the physical, psychological and social well-being of all employees by ensuring:

- Employees are valued;
- Communication is professional and courteous;
- People are treated fairly and with respect and dignity;
- Conflict is addressed in a positive and respectful manner; and,
- Incidents of harassment, hostile work environment, bullying and discrimination are addressed.

**Prohibited Grounds:** Acuren respects federal, provincial and state human rights legislation prohibiting discrimination and/or harassment based on race, color, religion, sex, national origin, age, mental or physical disability, genetic information, veteran status, marital status, parental status, pregnancy, sexual orientation or social condition, gender identity, political affiliation or belief, dependence on alcohol or drugs, or any other prohibited factor.

**Harassment:** a comment or conduct that is known, or ought reasonably to be known, to be unwelcome based on any of the prohibited grounds and has the effect of creating a hostile work environment. This includes physical and sexual harassment as well as abuse of authority.

**Examples of Harassment:**

- Obscene remarks, insults, ridicule, swearing and shouting;
- The display or electronic distribution of sexually explicit, racist, homophobic or other offensive material;
- Inappropriate pranks or horseplay;
- Verbal abuse or threats;
- Unwelcome sexual remarks, invitations, jokes, gestures that cause embarrassment;
- The intentional spreading of misinformation that could have a negative effect on others;
- Offensive or unwelcome remarks based on any of the prohibited grounds;
- Unwanted physical conduct such as touching, patting, pinching, etc.;
- Unwelcome staring or inappropriate gestures;
- Physical aggression;
- Refusal to work or converse with an employee because of any of the prohibited grounds of discrimination.

**Sexual Harassment:** any conduct, comment, gesture or contact of a sexual nature that a reasonable person would know to be unwelcome. Such behaviour may offend or humiliate or may be interpreted as placing a condition of a sexual nature on continued employment, opportunities for training or promotion.

**Hostile Work Environment:** a workplace in which an instance or pattern of unwelcome conduct from supervisors, coworkers, customers, contractors, or anyone else with whom the employee interacts with on the job, creates a workplace atmosphere that is intimidating, hostile or offensive.

**Abuse of Authority:** an unreasonable use of authority that may cause humiliation, intimidation, or an inability to effectively perform one's job. This may also include withholding information from an employee which is necessary to effectively perform their work.

**Discrimination:** a course of action that impacts a person or a group negatively for reasons such as their race, age, disability, religion, marital status, national or ethnic origin, family status or conviction for which a pardon has been granted or record suspended.

**Examples of Discrimination:**

- Denying someone goods, services, facilities or accommodation in a way that treats them adversely and differently;
- Systematically refusing to employ or continue to employ someone, or treating them unfairly in the workplace;
- Implementing policies or practices that are intended to deprive people of employment opportunities;
- Paying men and women differently when they are performing work of the same value and their qualifications and experiences are equal;
- Retaliating against a person who has filed a complaint or against someone who has filed a complaint for them.

**Bullying:** a pattern of behavior intended to intimidate, offend, degrade or humiliate an individual or group of people.

**Examples of Bullying:**

- Spreading malicious rumours, gossip or innuendo;
- Excluding or isolating an individual socially (lunchroom, breaks);
- Intimidating a person – physically or verbally;
- Undermining or deliberately impeding a person's work;
- Physical abuse or threatening violence;
- Removing areas of responsibilities without reason or cause;
- Withholding necessary information or purposefully giving the wrong information;
- Intruding on a person's privacy by pestering, spying or stalking;
- Assigning unreasonable duties or workload that is unfavorable to one person, (without cause);
- Shaming and/or humiliating an employee or their work in a meeting or via group email;
- Tampering with someone's equipment or personal effects;
- Ongoing and targeted belittling of a person's opinions.

**Workplace Violence:** the exercise of, or attempt to exercise, physical force by a person against anyone in the workplace that causes or could cause physical injury to that person.

**Examples of Workplace Violence:**

- Pushing, shoving, poking, hitting, slapping;
- Assault – throwing objects at an individual;
- Threatening behaviours.

## **4.0 POLICY**

- 4.1 Acuren is committed to providing a Respectful Workplace, which requires the cooperation and support from each employee.



- 4.2 In accordance with its corporate values, Acuren commits to providing a working environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices.
- 4.3 All employees have a responsibility to treat other employees, contractors, and customers with respect, dignity and fairness, regardless of individual differences and to avoid any conduct that might constitute discrimination or harassment.
- 4.4 Acuren does not tolerate any behaviour that results in a hostile work environment and will take whatever action necessary to correct situations where harassment and discrimination have occurred. These corrective actions may include, but are not limited to:
- Counselling;
  - Verbal or Written Warning;
  - Demotion;
  - Suspension; and
  - Dismissal.
- 4.5 **Complaints**
- Individuals should report concerns in good faith if they have been subject to or witnessed a violation of this policy. All formal complaints made under this policy will be investigated.
- 4.6 **False Accusations**
- Filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.
- 4.7 **No Retaliation**
- Under no circumstances will an employee be subject to any disciplinary or retaliatory action for making a good faith report of suspected improper conduct and/or for cooperating in an investigation.
- No hardship, loss, benefit or penalty may be imposed on an employee in response to:
- Filing or responding to a bona fide complaint of discrimination or harassment;
  - Appearing as a witness in the investigation of a complaint; or
  - Serving as an investigator of a complaint.

## 5.0 RESPONSIBILITIES

**Everyone** has a responsibility to familiarize themselves with this policy and uphold the principles of a Respectful Workplace and Acuren's Code of Conduct. An individual who observes behaviour that violates this policy is expected to call attention to the behavior by either reporting or intervening and providing support to the victim of the behavior. Individuals may report a violation to any of the following:

- Their immediate supervisor;
- A Human Resources Business Partner;
- Regional Safety Leader;
- Director of Safety & Quality;
- General Counsel;
- HR Compliance Advisor;
- Acuren Ethics Hotline: <http://acuren.ethicspoint.com/> or by phone at 1-833-706-0061 (USA and Canada).

**Management:** It is the responsibility of individuals in levels of management to do the following:

- Set a positive example by ensuring that any act of discrimination, harassment or bullying is immediately addressed;



- Take appropriate action when a complaint has been filed;
- Stay informed of, communicate, and reinforce Acuren's policy and procedure with staff;
- Ensure confidentiality of any information related to a complaint to the extent possible;
- Ensure that complainants or witnesses are not subject to retaliation or reprisals as a result of filing a complaint.

## **6.0 REFERENCES**

Rockwood Service Corporation Global Code of Conduct

In Canada: Provincial Human Rights Codes, Provincial Workplace Safety Acts, Provincial Employment Standards acts, and the Acuren Policy CAN-SMS-10P058R01 – Violence and Harassment Prevention.

In the U.S.A.: Department of Labor federal laws, the Civil Rights Acts of 1964 and 1991, the Americans with Disabilities Act, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the U.S. Equal Employment Opportunity Commission.

## **7.0 CONTACT**

For questions related to this policy contact HR Compliance at [hrcompliance@acuren.com](mailto:hrcompliance@acuren.com).