

HUMAN RIGHTS

Overview

The Company is committed to respecting and promoting all human rights in accordance with the provincial and federal human rights legislation. Every employee, contractor, customer, partner, and visitor must understand their responsibilities to maintain a work environment that reflects respect for human rights and is free from all discrimination and harassment.

Policy

It is the policy of the Company to maintain a work environment that reflects respect for human rights. While the Company bears the primary responsibility to provide a safe workplace free from any form of discrimination or harassment under the applicable human rights legislation, this responsibility also extends to every individual working at the Company. The Company will not tolerate, condone or ignore any conduct that is discriminatory or harassing or otherwise compromises an individual's human rights. As such, each employee must participate in any human rights trainings, and must report any suspected or actual violation of human rights, whether they have witnessed or been subjected to it, to their supervisor or manager. If the supervisor or manager is the alleged offender, the complaint should be made directly to the Company's General Counsel.

Investigation Procedure

When the Company receives a complaint that falls under this policy, the Company will ask that such complaint be committed to in writing. When writing down their complaint, the individual should, to the best of their ability, write down everything that happened as it relates to the complaint, including:

- name(s) of the complainant(s) and contact information;
- name of the alleged offender(s), position and contact information (if known);
- names of witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known);
- details of what happened including date(s), frequency and location(s) of the alleged incident(s); and/or
- any supporting documents that are relevant to the complaint.

All complaints will be treated confidentially to the extent possible. Employees are protected by law and Company policies from retaliation for opposing unlawful discriminatory practices and violation of human rights, for having in good faith reported instances of human rights violations in the workplace, for assisting another employee in reporting such incidents, for participating in a workplace investigation or for otherwise participating in any legal proceeding. By reporting all such incidents, the Company can help assure that all members of the Company work in a safe and healthy environment.

Compliance

Failure to abide by the terms of this policy may result in appropriate progressive discipline action by the Company, up to and including termination.

The Company is committed to reviewing its policies and benefits on an ongoing basis. Accordingly, the policies and benefits outlined are subject to review and change by the Company at any time with reasonable notice.