



CASTOOL WORKPLACE HARASSMENT POLICY

Workplace harassment is defined in the Occupational Health and Safety Act as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. While Castool's Workplace Harassment Policy is not meant to stop free speech or to interfere with everyday social relations, harassment can be distinguished from normal, mutually acceptable socializing in that it is offensive, insulting, intimidating, hurtful and malicious. It creates an uncomfortable work environment and has no place in employment relationships at Castool.

Guiding principles

- What one person finds offensive, others may not. Generally, harassment is considered to have taken place if the person knew, or ought to have known, that the behavior is unwelcome.
- For the purpose of this policy, retaliation against someone for invoking this policy, for participating and cooperating in any investigation under this policy, or for associating with a person who invoked this policy, will be treated as a form of workplace harassment in itself.
- Our policy applies to all our employees, managers and contractors, and extends to all Castool's activities, including lunches and social gatherings whether on or off site.
- It is both your responsibility and ours to keep each other informed of matters that infringe upon these rights. These matters must be brought to the attention of your supervisor or manager.
- While harassment is usually based on an ongoing pattern of abuse, in some instances a single incident can be serious enough to constitute harassment.
- In the interest of being respectful and sensitive towards victims of workplace harassment, confidentiality will be maintained wherever possible. Exceptions will only be made where disclosure is necessary for the purpose of conducting a proper investigation or taking appropriate corrective measures, or where required by law or the principles of natural justice.



Workplace harassment includes, but is not limited to:

- Workplace bullying, which includes making rude, degrading or offensive remarks, discrediting the person, spreading rumours, ridiculing him or her, humiliating the person, calling into question their convictions or their private life, shouting abuse, etc.
- Sexual or racial harassment or harassing someone based on any ground prohibited by human rights legislation, including race, color, sex, sexual orientation, pregnancy, civil status, age religion, political convictions, language, ethnic or national origin, social condition or disability.
- Refusing to speak to or work with someone or treating that person differently because of their ethnic or racial background, sexual orientation, social condition, religion, political convictions, first language etc.

While harassment in any form will not be tolerated, we have specific policies dealing with three types of workplace harassment: (1) sexual harassment; (2) racial/ethnic harassment; and (3) bullying. The inclusion of specific policies must not be taken to mean that we will ignore other forms of harassment. Rather, these three policies are included here because such conduct is regrettably still too common in today's workplaces.

At Castool, we take all allegations of harassment seriously, regardless of the identity of the victim, the grounds for the harassment, or whether such harassment is perpetrated by a person's manager, co-worker, subordinate, or by a customer, supplier, consultant or member of the general public. As an employee, manager or contractor at Castool, you have certain responsibilities in our workplace as detailed in Castool's Workplace Violence and Harassment Program.

We expect all of our employees, managers and contractors to help us maintain a workplace free of harassment. Failure to do so will give rise to disciplinary sanctions, up to and including termination of employment. We will not discriminate or retaliate against an employee because he or she has been or is perceived to be a victim of workplace harassment.

A blue ink signature of Paul Robbins, consisting of a stylized 'P' and 'R' followed by a horizontal line.

Paul Robbins – General Manager

A blue ink signature of the date "Jan 27, 23" written in a cursive style.

Date