

# RESPECT

## IN OUR WORKPLACES



K-Line believes that Respect is a shared responsibility. All managers, supervisors, employees, stakeholders, customers, suppliers, vendors, contractors, and members of the public have the right to be treated with respect while engaged in work-related activities.

K-Line commits to providing a work environment free of workplace harassment, workplace sexual harassment and violence, and believes that violent and harassing behaviour is unacceptable and does not belong in our workplaces. K-Line will investigate all incidents and complaints of workplace harassment, workplace sexual harassment, and violence and take the appropriate action in response to those investigations. K-Line will comply with the applicable provincial legal requirements for preventing workplace harassment, workplace sexual harassment and violence, protecting human rights, and for ensuring accessibility.

K-Line promotes a positive company culture that recognizes and welcomes differences, supports collaboration and teamwork, and provides a safe workplace for all.



### Our Objectives

Provide a "No Blame" Reporting Culture

Take all incidents and complaints seriously

Work to prevent violence and harassment in the workplace

Communicate the Policy

Periodic Review of the Policy

Signed:

Mark Kellett — Chief Executive Officer

### Our Actions

**Support** an open environment to investigate all incidents and complaints of workplace harassment, workplace sexual harassment, and violence, free of reprisals

**Investigate** all incidents and complaints of workplace harassment, workplace sexual harassment, and violence

**Manage** the risk and control the hazards in our corporate risk assessment and implement all reasonable precautions

**Communicate**, educate, and train all employees, and all new employees upon joining the organization

**Review** by owners and executives annually

Signed:

Allan Kellett — President

**Scope:** K-Line Maintenance & Construction Ltd., K-Tek Electro-Services

**IMS Document Number:** POL-EX-0002 Rev. 7

**Effective:** January 2, 2018

