

# Respect in Our Workplaces- Accessible Format

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

## **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

**Scope:** K-Line Maintenance & Construction Limited, K-Tek Electro-Services Limited., K-Line International (Canada) Ltd., K-Line Equipment Leasing (Toronto) Ltd.

**IMS Document Number:** POL-EX- 0002 Revision. 8

**Effective:** January 3, 2020

**Signed:** Mark Kellett, Chief Executive Officer

**Signed:** Allan Kellett, President