

## WORKPLACE VIOLENCE POLICY

July 10, 2018

### Policy

Stantec provides a safe work environment for its employees, clients, subcontractors, and visitors. To ensure a safe workplace and to reduce the risk of threats of violence, harassment, intimidation, and other disruptive behavior, all employees must review and understand all provisions of this policy and practice.

### Practice

#### Definition

“Workplace violence” can be broadly defined; it includes any act in which a person is abused, threatened, intimidated, or assaulted in the course of his or her employment. Stantec does not tolerate any type of workplace violence committed by or against employees. The term “workplace” includes both Stantec premises and off-site locations.

Employees, clients, subcontractors, or visitors of Stantec are prohibited from making threats or engaging in violent activities or other forms of abusive behavior such as bullying, shouting, belittling others, and so forth. Other examples of workplace violence include but are not limited to the following:

- **Physical attacks:** hitting, shoving, pushing, kicking, pinching, sexual assault, anger-related incidents, or throwing objects at another person. Physical attacks may also be directed against buildings, cars, personal property, or an organization (arson, sabotage, vandalism, theft, destruction of property).
- **Threatening behavior:** shaking fists, threatening to destroy property, or throwing objects.
- **Direct threats:** clear and explicit communication distinctly indicating the potential offender intends to harm. Example: “I am going to make you pay for what you did to me.”
- **Conditional threats:** communication involving a condition. Example: “If you don’t get off my back, you will regret it.”
- **Veiled threats:** commonly involve body language or behaviors leaving little doubt in the mind of the victim that the perpetrator intends to harm. Example: “Do you think anyone would care if someone beat up the boss?”
- **Verbal abuse and harassment:** includes any behavior intended to trouble or cause worry to the victim. This can include coercive or fear-inducing behavior in the form of verbal abuse, such as swearing, insults, bullying, or condescending language. It also includes pranks, rumors, and arguments, including derogatory language regarding race, religion, gender, sexual orientation, gender identity, or any other personal characteristics. Refer to Stantec’s Harassment and Discrimination Policy for more information.

### Recognizing Violence in the Workplace



Working together, employees and leadership are in the best position to identify existing and potential hazards and the risks associated with particular locations and practices. Stantec will conduct workplace-specific and task-specific risk and hazard assessments for workplace violence to determine appropriate controls. These assessments will be performed by the local Joint Health and Safety Committee (JHSC) or designated Health, Safety, Security, and Environment (HSSE) representatives (office safety and environment coordinator or regional HSSE advisor) using specialized inspection forms and hazard assessment questionnaires. Please be aware that regional Human Resources representatives must be contacted if any employee-sensitive issues are discovered in the course of a workplace violence inspection or assessment.

Findings and proposed action items will be entered into the JHSC proceedings and communicated to local management representatives for consideration and/or approval. If no JHSC or similar committee exists, findings will be submitted directly to local management. The local assessment process will be repeated annually or when there are significant changes to the work or the workplace. The goal will be to determine any necessary process changes and to revisit the hazard and risk assessment.

The risk assessment will take the following into consideration:

- Incidents of workplace violence that have occurred in the past
- Potential for risk in the types of work performed by Stantec
- Risks imposed by the circumstances under which work occurs
- Physical location and layout of the workplace or worksite

Although Stantec does not expect employees to be skilled at identifying potentially dangerous people, each employee is expected to exercise good judgment and to inform his or her direct supervisor and regional Human Resources representative if any person exhibits behavior that could be a sign of a potentially dangerous situation. Such behaviors may include the following:

- Discussing weapons or bringing weapons to the workplace
- Displaying overt signs of extreme stress, resentment, hostility, or anger
- Making threatening remarks
- Sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior

The results of risk and hazard assessments will be communicated to employees, and employees will be educated about identifying and preventing workplace violence.

Stantec prohibits the possession of firearms by employees while acting in the course of their employment with Stantec. Stantec also prohibits wearing, transporting, storing, and using firearms, and prohibits the presence of firearms and other dangerous weapons in its offices and Company vehicles. Employees are also required to adhere to the client's or site owner's firearm and weapons policies when visiting a client or project site.

Any employee in possession of a firearm or other weapon while fulfilling job responsibilities may face disciplinary action up to and including termination. A client or visitor will be informed of our policy, and anyone who violates it may be reported to law enforcement authorities, if applicable.



Possession of a valid concealed weapons permit authorized by the local jurisdiction is not an exemption to this policy. Any exception to the above policy must be approved case by case by Risk Management, as well as by a senior vice president or an executive vice president.

### **Right to Assistance and Confidentiality**

Any employee who has been subjected to workplace violence or harassment has the right to access assistance from his or her regional Human Resources representative to communicate the incident and, if warranted, to pursue a complaint more formally.

Confidentiality will be safeguarded insofar as possible while recognizing other legal and business obligations of Stantec.

All parties involved in a situation may be counseled through the course of the investigation. Employees and their eligible dependents may be referred to Stantec's Employee and Family Assistance Program (or international equivalent) or to professional counseling services.

### **Non-retaliation**

No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith or cooperating in the investigation of a complaint under this policy.

### **Reporting Procedures**

Where possible and when safe to do so, any employee who believes they have been subjected to an act of violence is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop. The employee should immediately report the alleged incident to his or her supervisor and regional Human Resources representative. However, if the employee does not feel that it is safe to interact directly with the alleged harasser, he or she can go directly to their supervisor, Human Resources representative, or both.

Details of the incident, including the date and time, nature of the violence, and names of any people who may have witnessed the violence, should be documented. This document is the victim's personal record and property.

Reports can be made anonymously, and all reported incidents will be investigated by Human Resources and an assigned investigating team. All reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others on a need-to-know basis only.

### **Investigation**

Reported incidents will be investigated and remedied as effectively and efficiently as possible.

### **Enforcement**

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated by or against any employee, client, or visitor of Stantec. Stantec will actively intervene at any indication of a possible hostile or violent situation. Any employee who is determined to have committed such acts will be subject to disciplinary action up to and including termination. In some circumstances, it may be appropriate to contact outside authorities such as the police.