

## **WORKPLACE HARASSMENT POLICY & PROCEDURES**

### **POLICY STATEMENT**

Formula Global Mobility is committed to creating and maintaining a work environment in which all employees are treated with respect and dignity. Every employee has the right to work in an environment that is safe, healthy and free from harassment, violence and discriminatory practices.

Achieving this desired environment greatly depends upon mutual respect, co-operation, and understanding. Attitudes and behaviors that undermine this goal are detrimental to all.

Formula Global Mobility will not tolerate harassment of any sort. Formula Global Mobility also will not tolerate retaliation or reprisals against any employee who files a complaint alleging harassment or against anyone for having been associated with a person who has invoked this policy. The Company is committed to do the prevention, investigation and putting an end to any types of harassment whether it is of psychological, sexual or discriminatory nature. Following a harassment complaint, an investigation will be internally initiated and the required measures will be taken in order to protect the health, safety and dignity of our staff and any parties involved.

### **APPLICATION**

This policy applies to all employees in Canada and to any individuals from outside of the company in their interaction with Formula Global Mobility employees such as contractors, suppliers, consultants and business partners. The policy applies to harassment of any sort by or of an employee of Formula Global Mobility in the course of employment responsibilities or employment relationships, whether or not such behavior occurs on Formula Global Mobility's property or during work hours, such as:

- On company premises, including on site residence facilities;
- At work related social functions;
- In the course of work assignments at or outside of company premises;
- At work-related conferences or training sessions;
- During work-related travel.

The policy is not intended to inhibit normal good faith activities or functions undertaken for legitimate workplace purposes (e.g., performance management or discipline) as long as these activities or functions are performed in a non-harassing manner.

## **POLICY IMPLEMENTATION**

Complaints will be dealt with as expediently and fairly as possible utilizing this policy. Every person who feels that they are being victim of harassment may ask for help from a manager or a human resources employee after trying to clarify and resolve the situation directly with the harasser at the first place. Our step-by-step procedure on how to deal with harassment will be explained in the section "Reporting Complaints".

## **DEFINITIONS**

### **General Definition of Harassment**

Harassment is a comment or conduct that is known (or ought reasonably to be known) to be unwelcome or offensive to a reasonable person. Harassment may be a series of events or a single incident. It is a form of discrimination and it is illegal.

### Harassment is more fully described as:

Any unwelcome verbal or physical conduct that is related to the grounds of discrimination prohibited by law - sex, age, race, national or ethnic origin, colour, religion, disability, marital status, family status, sexual orientation, physical size or weight, or conviction for which a pardon has been granted; or any unwanted physical conduct, attention, demands, pattern of jokes, insults or other discriminatory practices which may cause personal offence or humiliation to any employee or which could be perceived to place a condition on any employee's job or work environment. Behaviors or conduct (including verbal) which have the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile, violent or offensive work environment may constitute harassment.

### **Psychological Harassment**

Psychological harassment is may be defined as: « *Vexatious behavior in the form of repeated conduct, verbal comments, actions or gestures that are hostile or unwanted that affect the employee's dignity or psychological or physical integrity and that do the work environment harmful. More precisely, psychological harassment includes such conduct when it manifests itself in such words, acts or gestures of a sexual nature. A single serious incidence of such behavior may constitute harassment if it has the same consequences and if it produces a lasting harmful effect on the employee* ». The definition includes discriminatory harassment related to one of the grounds provided in the Charter of Human Rights and Freedoms.

**IMPORTANT:** The notion of harassment must be differentiated from other situations such as an interpersonal conflict, work-related stress, difficult professional constraints or the normal exercise of stewardship rights (attendance management, work organization, disciplinary measure, etc.).

### **Sexual Harassment**

Sexual harassment is included within the general definition of harassment. It is described as one or a series of incidents involving unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when: such conduct might reasonably be expected to cause insecurity, discomfort, offence, or humiliation; or submission to such conduct

is made either explicitly or implicitly a condition of employment; or submission to or rejection of such conduct is implied or expressed as the basis for any employment decision (i.e., matters of promotion, raise in salary, job security, and benefits affecting the employee)

### **Personal Harassment**

Personal harassment is included within the general definition of harassment.

It is described as: Objectionable conduct or comment, directed toward a specific person or persons, which has no legitimate work purpose (or purpose in the workplace) and has the effect of creating an intimidating, humiliating, hostile, or offensive work environment. It is also part of the psychological harassment but concerns any other third parties that have a work relationship with the Company.

### **BEHAVIOURS THAT CONSTITUTE HARASSMENT**

Following are some examples of behaviors that constitute harassment:

- Racist or sexist jokes causing embarrassment/offence or carried out by a person who has been advised that they are embarrassing or offensive. It can also constitute harassment if due to their nature, the remarks/jokes are harmful to the person;
- The display of sexually or racially offensive material;
- Racially or sexually degrading words used to describe a person;
- Derogatory or degrading remarks directed toward a person or members of a group;
- Sexually suggestive or obscene comments or gestures;
- Unwelcome sexual inquiries, comments, flirtations, advances, propositions;
- Persistent unwanted contact or attention after the end of a consensual relationship;
- Inappropriate touching or requests for sexual favours;
- Sexual assault;
- Threats, taunting, bullying or coercion;
- Ostracizing;
- Actual or threatened physical assault;
- Verbal assault;
- Vulgar language;
- Malicious gestures or actions;
- Abuse or improper use of power and authority.

**Examples of disrespectful behaviors that undermine the dignity of a person and the work atmosphere and might in certain cases constitute harassment:**

- Acting in an annoying or irritating kind of way;
- Being constantly in a bad mood at work;
- Looking at the other one in an exasperated kind of way;
- Criticizing with the purpose of belittling;
- Constantly interrupting a conversation without apologizing;
- Having an inappropriate and offensive conduct that makes the other person feel diminished, belittled, humiliated, embarrassed, intimidated or threatened;

- Disrupting a person from expressing him/herself: Yelling at the person; threatening her; constantly interrupting her;
- Discrediting a person by making rumors about her, making fun of her, humiliating, putting her beliefs and private life into question;
- Isolating a person, not talking to her, denying her or ignoring her;
- Destabilizing a person by denigrating her beliefs, values and by making fun of her weak points, making offensive jokes;
- Speaking out loud in the workplace. To say something to your colleague, go calmly towards him instead of calling him on in front of everybody in the office;

**What is not harassment:** Interventions that are relevant and related to the company's management, task assignment, the request for a performance in accordance with the requirements of the position, the monitoring of absences and the taking of disciplinary measures. Similarly, healthy and respectful social interactions, as well as jokes accepted from both sides with good humour, do not constitute harassment. Difficult work constraints: Working conditions and difficult professional constraints, organizational changes, when economically or technologically justifiable and when it affects the staff in a non-arbitrary way, do not constitute psychological harassment.

## **REPORTING COMPLAINTS**

A person who considers that he or she has been subjected to harassment (or retaliation for having brought forward a complaint of harassment) is encouraged to bring the matter to the attention of the person(s) responsible for the conduct at the first place.

### **Step 1:**

- Approach the harasser and advise that person to stop the offensive conduct.
- Tell the harasser why the conduct is offensive. This can be done verbally, by letter, or by giving or sending a copy of this policy.
- Document the complaint and keep a record detailing the incident (write down what was said or done, who might have witnessed it, and the date, time and location).

### **Step 2:**

- If it is impossible to handle the situation or if the approach was attempted and does not produce a satisfactory result, or where such an approach is inappropriate, the complainant should contact his or her supervisor and/or a human resources representative, union representative, or other person of authority in the company.

### **Step 3:**

- File a complaint if the alleged harasser continues his behavior even after you followed the first two steps. Try to file a complaint as soon as possible by using the "*Declaration*

*of facts*” and provide it by email to a human resources responsible. The human resources responsible will then initiate an internal investigation.

When an employee comes forward with a complaint, he or she will be given the option of proceeding with the complaint through informal or formal means. The human resources department may also suggest other possibilities for actions with consideration of the alleged facts. The employee also maintains the right not to proceed with a complaint. Action must be taken by Formula Global Mobility, however, if the complaint is a criminal matter or in the opinion of the local human resources department, presents an immediate safety risk to other employees of the work unit. For criminal matter, the human resources will then decide of the preferred action to be taken according to the nature of the alleged act.

Below are the possible actions to resolve the situation, following the reception of the complaint received supported by the document “Declaration of facts”. Again, the human resources department could also suggest other options to the employee in order to manage the situation.

#### **Informal Resolution of the Complaint**

This process uses mediation, negotiation and conflict resolution techniques to resolve the complaint. A meeting will then take place between the complainant and the alleged harasser with the presence of a manager and/or a human resources employee. If the manager is the only employer representative present in the meeting with the two employees involved, the manager will have received guidance by a human resource responsible prior to the meeting.

#### **Formal Complaint**

If the employee decides to pursue with a formal complaint, the complainant will be informed of the process that will be used for investigating the complaint. All complaints of harassment, whether informal or formal, will be handled as expediently and discreetly as possible with regard to maintaining the dignity and respect of both the complainant and the alleged harasser.

#### **INVESTIGATING FORMAL COMPLAINTS**

A meeting will be held between the complainant and a Manager and/or HR responsible. The complainant will be asked questions in order to seek further clarification regarding the alleged facts. The Company representatives will also ensure that the complainant fully understands the investigation process.

Inform the alleged harasser that a complaint has been made, provide a copy of the written complaint, and ensure that the alleged harasser fully understands the investigation process. A written response from the alleged harasser will be requested.

The person in charge of the investigation will:

- Assume responsibility for conducting the investigation with a specific attention to details and the will to consider all relevant information that can be available for the purpose of the analysis and the investigation.
- Prepare a written report at the conclusion of the investigation and submit it to a HR responsible for possible actions and resolutions
- Put in place actions and recommendations with the collaboration of the HR department to prevent the alleged behavior to happen again.
- Maintain confidentiality to the extent practicable and appropriate under the circumstances

The management staff will have a consultation meeting to discuss about the situation and decide on the appropriate action (including disciplinary action) to be taken. If the investigation confirms the allegations of harassment, immediate and appropriate corrective action will be taken to end the harassment. The complainant and alleged harasser will be informed, in writing of such action. Disciplinary and corrective action may be taken in cases where the complaint is found to be frivolous or malicious.

#### **CONFIDENTIALITY**

Formula Global Mobility acknowledges and is sensitive to the psychological and physical effects of harassment on persons subjected to harassment and persons alleged to be harassers. To protect the interests of the complainant and the alleged harasser, and any others who report incidents of harassment, confidentiality will be maintained throughout the investigation process to the extent practicable and appropriate under the circumstances. All records of complaints, including contents of meetings, interviews, results of investigations and other relevant material will be regarded as confidential, except where disclosure is required by a disciplinary or other remedial process. Witnesses may be asked to provide input into the investigation. Witnesses who are required to participate in investigations have the right to expect that their comments will be kept confidential, except where disclosure is required by a disciplinary or other remedial process.

#### **PREVENTION, TRAINING AND AWARENESS**

All employees will be made aware of this policy and will be required to participate in a training session designed to: create awareness about this policy, increase understanding about harassment and the factors that contribute to discrimination and violence in the workplace, and learn how to respond to situations of harassment, discrimination or violence. In addition, supervisors will be required to participate in training sessions aimed at creating awareness about this policy with respect to their responsibilities as supervisors and how to respond to complaints. The training programs will be reviewed and updated as needed to reflect any changes to the policy or increases in the risk of harassment, discrimination or violence. This policy will be distributed to all employees newly hired and will be posted on Formula Global Mobility's bulletin boards.

## **POLICY REVIEW**

This policy will be reviewed every three years, and updated as necessary, to ensure that it continues to be effective. The policy will be reviewed and updated more frequently if there are changes that arise that compromise its effectiveness.

## **RECORDS**

Complaints, investigative reports, reports of findings and related correspondence and other documentation prepared under this policy will be kept in accordance with Formula Global Mobility's record retention schedule in the corporate human resources department. In incidents of violence, the report of findings, with identities of individuals involved removed (unless consent has been given) will be provided to the local occupational health and safety committee. Signed records will be maintained (in paper or electronic form) of the information, instruction and training provided to each employee.

## **RESPONSIBILITIES**

The Senior Management team is responsible for:

- Making all employees of Formula Global Mobility aware of this policy.
- Maintaining oversight of this policy and ensuring that it is adhered at all times.
- Appointing an investigator to determine whether violations of this policy have occurred. This shall be done by a human resources employee or with the consultation of the human resources department.
- Providing advice and support to persons who are subjected to harassment and to alleged harassers.
- Supporting and assisting any employee who complains of harassment by a person who is not an employee of Formula Global Mobility (e.g., suppliers, consultants, contractors).
- Reviewing the investigation report with the human resources representative and senior manager responsible for the work location to decide on the appropriate course of action.
- Imposing, when necessary, strict disciplinary measures (up to and including dismissal) when a complaint of harassment is substantiated regardless of who the offender might be.
- Reviewing this policy every three years or more frequently if there are changes that arise that compromise its effectiveness.
- Maintaining records as required by this policy.
- Maintaining confidentiality throughout the investigation process to the extent practicable and appropriate under the circumstances.
- Answering the employees and managers inquiries related to harassment.
- Orienting new employees to this policy as soon as possible.

**Employees of Formula Global Mobility are responsible for:**

- Promoting and adhering to the principles of this policy to ensure a harassment free work environment.
- Treating all fellow employees with dignity and respect.
- Trying to address situations of perceived harassment directly with the offender (or if it is uncomfortable or inappropriate to do so then reporting instances of harassment to a person of authority in the company) regardless of who the offender might be.
- Presenting formal complaints in writing.
- Maintaining confidentiality throughout the investigation process to the extent practicable and appropriate under the circumstances

\*Employees in supervisory or managerial positions have an additional responsibility and accountability to: Proactively monitor the work environment to ensure a respectful workplace. This includes taking action pursuant to this policy when they become aware of a disrespectful environment within their work groups.



**DECLARATION OF FACTS**

Name: \_\_\_\_\_

Identify the name and first name of the person to whom you reproach the event(s)

Name: \_\_\_\_\_

1- List specific observable facts, gestures and words with dates, without judgment or interpretation.

2 Say what you did, gestures and words, in each circumstance (if necessary attach additional sheets).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses of the events:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

Did you do one of the following steps regarding the situation that you are describing?

- Share your discomfort to the harasser?
- Talk with another person in your entourage?
- Talk to your superior?
- Other steps?

Details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What would you like to do to resolve this situation?

- I can signal the issue and resolve it on my own.
- I need support to resolve this problem.
- I would like to undertake a discussion process with the person involved and with the help of a contact person.
- Others:

\_\_\_\_\_

I declare that the information on this form is true and to the best of my knowledge.

Signature : \_\_\_\_\_

Date : \_\_\_\_\_