



Workplace Harassment, Discrimination and Violence Policy

Synergie Holding Canada Ltd. (“Agilus by Synergie”) is committed to work environments that are free of harassment, discrimination, or violence.

We prohibit behaviour that is:

- Harassment, including bullying, cyber-bullying, intimidating or offensive jokes or innuendoes, displaying or circulating offensive pictures or materials, offensive or intimidating phone calls, emails, text
- Sexual harassment, including stalking, leering, offensive gestures, unwanted or derogatory comments, refusal to work with someone because of their sex or sexual orientation, sexual solicitation/advance where the solicitation comes from a person in a position of power
- Discrimination, including actions or decision that treats a person/group negatively because of their race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identify, gender expression, marital status, family status, disability, or conviction for which they have been pardoned or their record is suspended
- Violence, including physical force that causes or could cause injury, threat or attempt of violence, domestic violence impacting the workplace, possession of weapons, physical restraint or confinement, loud, disruptive or angry behaviour that is clearly not part of the typical work environment

We prohibit behaviour and actions that are unwelcome, unreasonable to the person and/or others and realize that it is the impact of behaviour, not the intent, that determines whether an action is harassment.

Reasonable actions taken by a manager or supervisor relating to management and direction of workers or the workplace is not harassment. This includes providing advice, assigning work, counselling, performance evaluation, proper discipline, and supervisory functions. Constructive or negative performance feedback, given in an appropriate manner, is not harassment.

Agilus by Synergie Workplace Management Program

This Program includes a reporting mechanism, procedures for investigation of incidents or complaints, and information on privacy, investigation reports and communication. Employees, Contractors and Candidates are covered under this Policy and the Program. The Program maintains compliance with federal and provincial legislation. The program does not apply to any other organizations other than Agilus. We do not review or control the policies, procedures or practices of any outside organizations.

If you experience immediate danger related to harassment, sexual harassment, discrimination, or violence in the workplace

- Call the police at 911
- Take appropriate steps to protect yourself from harm, such as leaving the area

In any situation of harassment, sexual harassment, discrimination, or violence in the workplace, contact your Agilus representative. They will support you. Depending on the event, the frequency, and the severity of the situation, they can provide information related to informal responses or assist you with information on the process to initiate a formal complaint.

- An informal response could include talking to the other person directly to describe the behaviour and let them know it was inappropriate and unwelcome. This option may be appropriate if the person is not fully aware of the impact of their actions. Informal responses could also include the participation of an Agilus Human Resources representative directly, as through arranging mediation.
- A formal complaint is a written document with information including who was involved and the names of any witnesses, what happened (where, when), and what remedy the person is seeking. Formal complaints should be made in a timely manner so that an investigation into the allegations can commence. The investigation process, under the Agilus Workplace Management Program, is overseen by Agilus' VP Human Resources and Payroll.

Duty to Report

Employees and Contractors have a duty to report in good faith any known or suspected violation of the Workplace Harassment, Discrimination or Violence. Any concern raised or reported will be shield from any form of reprisal, discrimination, or retaliation. Agilus is committed to creating an environment in which every person affected by this Policy feels free to report activity or incidents suspected of violating the Policy.

Confidentiality and Communication

- Information obtained about an incident or complaint, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law.
- The investigation file (including interviews with complainant, respondent, witnesses) will be kept by Agilus Human Resources, separate from any Employee or Contractor Personal File.
- At the conclusion of the investigation and decision regarding outcomes, the Complainant and Respondent will be informed of the results of the investigation and/or any corrective action that has been taken or that will be taken as a result of the investigation.
- Any disciplinary outcomes will become part of the Personal File of the Employee or Contractor who is found in breach of the Workplace Harassment, Discrimination, and Violence Policy.

Workplace Management Program contact Vice President, Human Resources & Payroll:

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