



HARASSMENT AND WORKPLACE VIOLENCE POLICY

Human Resources

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TEAM MEMBER GUIDE

801 HARASSMENT AND WORKPLACE VIOLENCE

The Company is committed to providing a safe and healthy workplace free from harassment and actual, attempted or threatened workplace violence. All individuals will be free from harassment on the basis of age, sex, race, colour, religion, creed, national origin or ethnicity, citizenship, language, marital status, family status, pregnancy/childbirth, sexual orientation, disability/handicap, social condition, civil status, political belief or any other prohibited ground of discrimination. This policy also includes the right to freedom from sexual and psychological harassment.

The Company recognizes that harassment and workplace violence is a health and safety issue. In order to protect Team Members in the workplace, reasonable measures are in place to prevent harassment and workplace violence.

This policy applies to all Team Members, regardless of position. It also applies to all persons who attend a Company workplace, including but not limited to: visitors, contractors, vendors and delivery persons.

For the purpose of this policy, a Company workplace includes all places where Company business occurs. Therefore, this policy applies to all:

- Company buildings (whether owned or leased) and surrounding perimeter, including parking lots, sidewalks and driveways (“Company Grounds”);
- Company vehicles;
- off-site locations where Company business occurs;
- Company-sponsored functions and recreational or social events, whether taking place on Company Grounds or elsewhere; and
- travel for Company business.

Managing and/or coaching in the form of counseling, performance appraisal, work assignment and the implementation of corrective action are not forms of harassment. This policy does not restrict a Supervisor/Manager’s responsibilities in these areas.

Interpersonal conflicts, work-related stress, and difficult professional constraints do not constitute harassment.

HARASSMENT

Harassment is objectionable conduct that may have the effect of:

- creating an intimidating work environment;
- creating an offensive work environment;
- interfering with an individual’s work performance;
- adversely affecting an individual’s employment relationship; and/or
- denying an individual dignity and respect.



TEAM MEMBER GUIDE

It includes deliberate or intentional gestures, words, comments, slurs, acts, questions, representations or other behaviour that ought to reasonably be known to be unwelcome.

PSYCHOLOGICAL HARASSMENT

Psychological Harassment is objectionable conduct manifested by words, acts, or gestures of a sexual nature that must have the effect of:

- being harassing and repeated or harassing and serious;
- being hostile and unwanted;
- affecting the dignity, physical or psychological integrity of the Team Member; and
- creating a harmful work environment.

In order for the conduct to indicate the possible existence of psychological harassment, all above criteria's must be met.

SEXUAL HARASSMENT

Sexual Harassment is any unsolicited conduct, comment, gesture, or physical contact of a sexual nature that is unwelcome to the recipient. It includes, but is not limited to:

- any unwelcome sexual advances (oral, written or physical);
- requests for sexual favors;
- sexual and/or sexist jokes; and/or
- display of degrading or offensive material when:
 - such conduct might reasonably be expected to cause insecurity, discomfort, offense or humiliation to another person;
 - such conduct has the purpose or effect of interfering with a person's work performance or creating an intimidating or offensive work environment;
 - submissions to such conduct is made either implicitly or explicitly a condition of employment;
 - submission to or rejection of such conduct is used as a basis for any employment decision (including, but not limited to, job security, promotion or change in salary and benefits).

WORKPLACE VIOLENCE

Violence is defined as more than just physically assaulting a person. It is the attempted, threatened or actual conduct of a person that causes (or is likely to cause) injury to another person. It includes, but is not limited to:

- actual physical assaults or attacks;
- threats and intimidation;
- harassment;
- abuse;
- bullying;
- gestures of violence; or



TEAM MEMBER GUIDE

- any other conduct that might reasonably give a Team Member cause for fear, offend their dignity or create a hostile or poisonous work environment.

All Team Members should be treated with courtesy and respect at all times. Team Members are expected to contribute in maintaining a harassment-free workplace by respecting the Company's Team Core Values. Team Members are expected to refrain from fighting, "horseplay", profanity, rudeness or any other conduct that may be dangerous or may be offensive to others.

Firearms, weapons and other dangerous or hazardous devices or substances are prohibited from all Company workplaces.

Any incident, in which a Team Member is threatened, coerced, verbally or physically abused; or in which profane language is directed at a fellow Team Member, will be considered unacceptable. The offending Team Member will be subject to disciplinary action, up to and including termination of employment for cause.

Domestic Violence is defined as any Team Member experiencing violence outside of the workplace that may create a risk of danger to themselves or others in the workplace. Team Members are encouraged to report such violence to the Human Resources Department, so that the Company can take reasonable steps.

APPLICATION OF THIS POLICY

This policy applies to all those working for the Company. The Company will not tolerate incidents of harassment and/or workplace violence perpetrated against or by any Team Member, customer, vendor, contractor, visitor or any other person at a Company workplace or involved in Company business.

Every person at a Company workplace is responsible for acting in compliance with this policy. With respect to acts of workplace violence, the Company may, where appropriate:

- remove the perpetrator from a Company workplace by security or the authorities; and/or
- report the conduct of any other person to the Human Resources Department and/or to the authorities; and/or
- discipline any Team Member, up to and including termination of employment for cause, and/or report the conduct to the authorities.

All physical assaults occurring at a Company workplace involving a Team Member will be reported to the authorities. All other incidents or threats of workplace violence will be reported to the authorities as appropriate.



TEAM MEMBER GUIDE

RESPONSIBILITIES AND OBLIGATIONS

It is the responsibility of the **Company**:

- to take reasonable preventative measures to protect Team Members and others in Company workplaces from harassment and/or workplace violence; and
- to ensure all Team Members are made aware of and trained in this policy; and
- to post this policy in an obvious location in the workplace; and
- to establish a process for reporting and responding to incidents of harassment and/or workplace violence; and
- to ensure that this policy is reviewed annually.

It is the responsibility of **Supervisors and Managers**:

- to understand and abide by the requirements of this policy; and
- to communicate and review this policy with the Team Members they supervise or manage; and
- to encourage Team Members to report complaints or incidents of harassment and/or workplace violence; and
- to promptly report all complaints or incidents of harassment and/or workplace violence they receive or witness to the Human Resources Department; and
- to ensure that Team Members are aware of emergency procedures.

It is the responsibility of **Team Members (including Supervisors and Managers)**:

- to comply with this policy at all times in order to protect themselves and others in the workplace from harassment and/or workplace violence; and
- to immediately notify the Human Resources Department in writing of any incident of harassment and/or workplace violence (whether the notifying Team Member was involved or not). In the case of an extreme or imminent threat of physical harm to themselves (or any person), the Team Member should contact the authorities; and
- to fully cooperate in any investigation of complaints or incidents of harassment and/or workplace violence or breaches of this policy.

REPORTING AND INVESTIGATING

All matters will be handled in a professional manner.

Reporting:

In order to collect accurate information, complete a fair and thorough investigation and maintain the integrity of the investigation, only complaints that are received by the Human Resources Department in writing will be investigated.



TEAM MEMBER GUIDE

The Human Resources Department can be contacted as follows:

By Email: hr@bensongroup.com
By Fax: (613) 933-6165
By Telephone: (613) 933-1700

All incidents must be reported in writing to the Human Resources Department. The date, time, location, names of potential witnesses, details of the incident and remedy sought must be included when submitting a written complaint of harassment and/or workplace violence. Incomplete reports will not be investigated.

If the authorities have not been contacted, the Human Resources Department will report all physical assaults to the authorities. All other incidents of threats of workplace violence will be reported to the authorities as appropriate.

If an incident of harassment and/or workplace violence involves a person who is not a Team Member, the Human Resources Department will report the incident to that person's employer and/or such other person the Company determines appropriate in the circumstances.

Any Supervisor or Manager who becomes aware of possible harassment and/or workplace violence must report the situation to the Human Resources Department in writing.

Investigation:

All incidents of harassment and/or workplace violence reported to the Human Resources Department in writing will be promptly investigated. Discretion will be taken in all circumstances, though complete confidentiality is not possible and cannot be guaranteed.

The Human Resources Department will evaluate the opportunity of resolution through mediation wherever possible.

Investigations will not be completed for submissions made by Team Members no longer employed by the Company.

The investigation will include the below steps:

- STEP 1: a documented statement from the complainant; and
- STEP 2: a documented statement from the alleged perpetrator(s); and
- STEP 3: a documented statement from any witnesses with relevant information to provide; and
- STEP 4: any other step the investigator(s) deems necessary to fully and fairly investigate the complaint.

Team Members may be suspended without pay, pending investigation.



TEAM MEMBER GUIDE

The Human Resources Department will carry out the necessary corrective action for any Team Members who breach the Harassment and workplace violence policy. The severity of corrective action, which may include the termination of employment for cause, will be consistent with the seriousness of the conduct at issue.

Within 10 business days of the conclusion of the investigation, the Human Resources Department will prepare a written report of the findings of fact. In addition, the Human Resources Department will inform the Team Member who filed the complaint and the alleged harasser (if the alleged harasser is a Team Member), in writing, of the results of the investigation and any corrective action taken, or that will be taken, by Management.

NO REPRISAL

Harassment and/or workplace violence are serious matters. This policy prohibits reprisal against Team Members who have filed a good faith complaint or provided information regarding a complaint. Team Members who engage in reprisal or threats of reprisal will be disciplined, up to and including the termination of employment for cause.

Reprisal includes:

- any act of retaliation that occurs because a person has complained of or provided information about an incident of harassment and/or workplace violence; and/or
- intentionally pressuring a person to ignore or not report an incident of harassment and/or workplace violence; and/or
- intentionally pressuring a person to lie or provide less than full cooperation with an investigation of a complaint.

Any Team Member who makes a false complaint or otherwise abuses this policy will be disciplined, up to and including the termination of employment for cause. Such discipline is not a reprisal or breach of this policy.

POLICY REVIEW

This policy will be reviewed by the Human Resources Department annually.