





<b>Respectful Workplace Policy</b>	<b>Policy #: HR-POL-0002</b>
<b>Human Resources</b>  	<b>Last Updated: January 2020</b>
<b>Functional Area:</b>	<b>Policy Reference #: HR 1.0</b>
<b>Approval: Head of Human Resources</b>	

### 1.0 Purpose

The purpose of this policy is to explain harassment and to make all employees and contractors aware that there is a process in place to report any form of harassment, including discriminatory harassment, personal harassment and sexual harassment (referenced collectively in this policy as harassment) without fear of retaliation. Harassment will not be tolerated by any person in the workplace. This policy is not meant to override any applicable laws and where there are inconsistencies, the applicable laws will prevail.


### 2.0 Scope

This policy applies to all Gibson Energy Inc. (“**Gibson Energy**” or the “**Company**”) employees, or employees of Gibson Energy affiliates, and other individuals acting on behalf of Gibson Energy under contract for service or services with Gibson Energy on the Company’s worksites or while using Company property to further the work of the Company (referenced collectively in this policy as employees) and to all business-related interactions between employees and third parties who deal with Gibson Energy, such as customers, suppliers, visitors and members of the public.

### 3.0 Policy

Gibson Energy is committed to providing a work environment in which the dignity of each individual is respected. A respectful workplace is one that is free of inappropriate behaviour, where employees and contractors are entitled to be free of all forms of harassment. Gibson Energy will make every reasonably practicable effort to ensure that none of its employees or contractors are subject to harassment and will therefore not tolerate any incidents of harassment. Gibson Energy is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Gibson Energy will investigate any incidents of harassment and take corrective action to address incidents respecting any person under Gibson Energy’s direction who subjects any employee to harassment.

All employees and contractors must refrain from causing or participating in harassment of others in the workplace and cooperate in the investigation of any such complaint. All

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employees and contractors are expected to do their part in promoting a respectful workplace.

This policy is limited to behaviour that occurs in the workplace or outside of the workplace while representing yourself as an employee or contractor of Gibson Energy or in a manner that impacts Gibson Energy. For the purposes of this policy “workplace” is defined broadly and includes but is not limited to any land, premises, location or thing at, upon which, or in or near where an employee works, including any location where employees engage in company business, activities, or social events. Examples of the workplace include work-related social functions, work-related conferences or training sessions, work-related travel, including travel in company-owned vehicles and personally-owned vehicles when being used for work-related purposes, and work-related interactions (including interactions that impact the company) by phone, email, on social media, instant messenger, and other electronic means.

This policy targets actions and conduct that are verbal, physical, sexual, psychological, written, copied, typed, texted, recorded or otherwise communicated to others in the workplace or in public about the Company, the workplace or coworkers.

**DEFINITIONS:**

**Harassment** means any single or repeated incidents of objectionable, unwelcome, vexatious or inappropriate conduct, comment, bullying, display, action or gesture by a person that adversely affects the health or safety of the employee, and includes:

- (1) discriminatory harassment, which is based on a statutorily protected or prohibited ground under the particular human rights, health and safety or similar legislation applicable to the workplace of the employees involved, see the attached Table “A”;
- (2) personal harassment, which involves engaging in a course of vexatious conduct, comment, bullying, display, action or gesture by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to an employee or be unwelcome; and
- (3) sexual harassment, which includes a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome or engaging in a course of vexatious conduct, comment, display, action, gesture or contact of a sexual nature that is likely to cause offence or humiliation to an employee or contractor or that might, on reasonable grounds, be perceived by that employee

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or contractor as placing a condition of a sexual nature on employment or on any opportunity for training or promotion or engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome.

Reasonable action taken by Gibson Energy or a manager or supervisor relating to the management and direction of employees or contractors or the workplace is not harassment. For example, behaviours such as holding employees accountable for their performance and imposing justifiable discipline are typically not forms of harassment.

**EXAMPLES:**

Examples of discriminatory and personal harassment include, but are not limited to:

- written or verbal abuse or threats
- derogatory remarks
- jokes and practical jokes that result in embarrassment or awkwardness
- innuendo or taunts
- displays of pornographic, racist or offensive signs, images or material at or about work or your coworkers
- unwelcome invitations or requests, whether indirect or explicit
- patronizing or condescending behaviour
- workplace bullying, including isolating, persistently criticizing another, tampering with another’s belongings or workstation, spreading rumours or gossip, excluding, cornering or confining through body language or physically barriers another, and repeatedly and clearly assigning unreasonable duties or tasks
- job refusal or denial of promotion or training
- physical assault

Examples of sexual harassment include, but are not limited to:

- written or verbal abuse or threats
- unwelcome sexual flirtation, suggestive remarks, advances, compromising propositions or gestures
- unwelcome questions or discussions about sexual activities
- unwelcome comments, including compliments, jokes, nicknames or pet names, innuendos or taunting about a person’s body, attire, sex or sexual orientation
- leering or whistling
- displays of pornographic or sexually suggestive signs, calendars, pictures, images or material

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- demand for sexual favours, possibly in return for work-related favours
- unwelcome physical contact such as touching, hugging, patting or pinching of a sexual nature
- physical or sexual assault

Behaviour that is acceptable to both parties involved, such as flirtation, chit-chat, good-natured jesting or relationships of mutual consent would not be considered sexual harassment. However, if one person no longer wants the behaviour or relationship to continue, then the conduct may become sexual harassment. Sexual harassment is coercive and one-sided and both males and females can be subjected to it.

**PROCEDURE:**

What to do if any form of harassment occurs:

If you feel that you are subjected to inappropriate behaviour such as harassment, including discriminatory, personal or sexual harassment:

- (1) You are encouraged to first clearly and firmly make the respondent aware that his or her behaviour, acts or conduct is unwelcome, objectionable or making you uncomfortable and must stop.
- (2) Where you are unsuccessful in stopping the behaviour, acts or conduct, or feel that you are unable to tell the respondent to stop, report the incident to a Human Resources Business Partner, your Manager, or the Manager of the respondent, or to the Director of Human Resources verbally or in writing.
- (3) You can also bring the matter to the Company’s attention by contacting the Ethics Line by calling 1-888-475-0595 or online at <https://gibsonenergy.ethicspoint.com>
- (4) Keep a written record of your allegations. These records should include dates, times, witnesses (if any), a detailed description of the events and nature of the behaviour, acts or conduct complained of, and your attempts (if any, and if not then why not) to deal with the situation directly. You may be asked to provide your complaint in writing.
- (5) The Human Resources Business Partner, Manager or the Director of Human Resources will consider the appropriate steps for resolving the complaint and decide if it is appropriate to proceed with a formal investigation. A formal investigation will be commenced where informal resolution techniques would be inappropriate or unsuccessful, the informal resolution techniques attempted have not resulted in an adequate resolution, or an investigation is required by law.
- (6) The complaint may be resolved in any of two ways including:

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- (i) Informal procedures that may include confidential meetings to assess the facts. This may lead to a direct resolution, mediation, or a formal investigation.
- (ii) By way of a formal investigation, which includes:
  - a. informing the respondent of the allegations made against him or her and providing an opportunity to respond;
  - b. interviewing the complainant, the respondent and any witnesses;
  - c. collecting and reviewing any relevant documents or other evidence;
  - d. taking appropriate notes and statements during interviews; and
  - e. preparing a written report. This report is confidential, in some cases may be privileged, and will not be released during or after the investigation, unless required by law or as part of a court, tribunal, administrative or other regulatory proceeding.

In the case of (i) and (ii), the complaint may result in a determination that the policy was not breached. At any time, Gibson Energy may refer the complaint to an independent third party for investigation or resolution.

- (7) The parties to a complaint will be placed on an approved paid leave of absence (employees only) during the investigation.
- (8) The parties to a complaint may be suspended or otherwise temporarily or permanently separated, at or from the workplace, during an investigation or as part of the resolution depending on the seriousness and circumstances of the alleged breach.
- (9) Following the conclusion of the investigation, Gibson Energy will inform the parties involved in an incident of harassment of the results of the investigation and any corrective action to be taken or will be taken to address the incident in writing.
- (10) Where a complaint has been substantiated, corrective and disciplinary action will be taken up to and including termination of employment or services for just cause, depending on the circumstances.
- (11) A person directly involved in a complaint may appeal to the Director of Human Resources (or the President, if the Director of Human Resources made the initial decision or is a party to the complaint) within a week after learning of the decision. If the Director of Human Resources believes there is sufficient reason to re-investigate or to change the result, he or she may make that decision within one week.

**MANAGEMENT RESPONSIBILITY:**

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It is the responsibility of anyone in a leadership role (i.e., any person within this Company supervising one or more employees or contractors) to take immediate and appropriate action to report or deal with incidents of harassment whether brought to their attention or personally observed. Management will review this policy as often as is necessary, but at least annually. Any complaints brought forward should be handled fairly, seriously, confidentially and in accordance with this policy. Gibson Energy will not tolerate any form of retaliation taken against someone who, in good faith, brings or participates in the investigation of a complaint made under this policy.

**CONFIDENTIALITY:**

Any complaint brought forward or investigation conducted under this policy will be treated confidentially to the greatest extent possible. Gibson Energy will not disclose the circumstances related to an incident of harassment or the names of the complainant, the respondent and any witnesses except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken, or as required by law.

**BREACHES OF THIS POLICY:**

Any breaches of this policy, including but not limited to, committing acts of harassment, bringing complaints in bad faith, failing to cooperate in investigations, or retaliating against complainants, witnesses or other employees, are serious and will result in corrective action being taken promptly and appropriately in the circumstances. Discipline may range from coaching up to and including termination of employment or services for just cause.

**OTHER OPTIONS**

While Gibson Energy prefers to resolve complaints internally and encourages employees and contractors to work with the Company in order to reach a healthy, productive and expeditious resolution, nothing in this policy is intended to discourage or prevent an employee from referring a complaint of harassment to the applicable regulatory body, including Occupational Health and Safety or Human Rights or exercising the employee’s rights under any other law, including the legislation set out in Table “A”.

**TRAINING AND EDUCATION**

Gibson Energy will provide information and training to every employee regarding this Policy and Program, which shall include procedures for preventing, reporting and responding to incidents of workplace harassment.

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#### 4.0 Exceptions

Any terms and conditions of employment negotiated in a collective agreement will supersede the terms outlined in this policy.

**For additional information, please contact your HR Business Partner or the Employee Service Centre at 1-855-344-2766.**

*The Company maintains the exclusive right to amend, adjust or terminate this policy at any time. Revisions or additions to the information contained in this policy document will be made as required.*

#### Change Record

Date	Reason for Change	Owner
Jan 28, 2020	Updated to Include US Legislation	J Cust
Oct 9, 2019	Included US to Policy	J Cust
November 5 2018	Updated Policy Changes	J Cust

#### TABLE "A"

Note: Use the following table to determine the statutorily protected or prohibited grounds that apply to you based on your specific work location and for the applicable Commissions and laws.

Province	Protected or Prohibited Grounds	Commissions	Applicable Laws
Alberta	Race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income,	Alberta Human Rights Commission Northern Regional Office 800, 10405 Jasper Avenue NW Edmonton, AB T5J 4R7 Phone: (780) 427-7661 Fax: (780) 427-6013	Alberta: <i>Alberta Human Rights Act</i>

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	family status and sexual orientation	Alberta Human Rights Commission Southern Regional Office 200 JJ Bowlen Building 620 - 7 Avenue SW Calgary, AB T2P 0Y8 Phone: (403) 297-6571 Fax: (403) 297-6567 TTY 1-800-232-7215	
Federal	Race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered	Canadian Human Rights Commission 344 Slater Street, 8th Floor, Ottawa, ON K1A 1E1 Phone: (613) 995-1151 Toll Free: 1-888-214-1090 TTY: 1-888-643-3304 Fax: (613) 996-9661	Federal: <i>Canadian Human Rights Act</i> , see ss. 14 and 40.  <i>Canada Labour Code</i> , see s. 247.1
Saskatchewan	Religion, creed, marital status, family status, sex, sexual orientation, disability, age, colour, ancestry, nationality, place of origin, race or perceived race, receipt of public assistance and gender identity	Saskatchewan Human Rights Commission 8th Floor, Sturdy Stone Building 122-3rd Avenue North Saskatoon, SK S7K 2H6 Phone: (306) 933-5952 Fax: (306) 933-7863 Toll free: 1-800-667-9249	Saskatchewan: <i>The Saskatchewan Human Rights Code</i> , see ss. 16 and 27  <i>The Saskatchewan Employment Act</i> , 3-1(l) , 3-1(o), 3.1(4), 3-1(5), 3-31, 3-24, 3-34, 3-35, 3-36 Regulations, s. 36.
U.S. Federal	Religion, sex, disability, age, color, national origin, race, and pregnancy	Equal Employment Opportunity Commission 131 M St NE Washington, DC 20002 Phone: 1-800-669-4000	The Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.  The Age Discrimination in Employment Act,
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			29 U.S.C. § 621 <i>et seq.</i>  The Americans With Disabilities Act, 42 U.S.C. § 12101 <i>et seq.</i>
Texas	Religion, sex, disability, age, color, national origin, race, and pregnancy	Texas Workforce Commission 101 E 15th St, Suite 514 Austin, TX 78778-0001 Phone: 512-463-2222	Texas Commission on Human Rights Act, Tex. Lab. Code § 21

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