





<b>Workplace Violence Policy</b>	<b>Policy #: HR-POL-0025</b>
<b>Human Resources</b>  	<b>Last Updated: December 2019</b>
<b>Functional Area: Human Resources</b>	<b>Policy Reference #: HR 13.0</b>
<b>Approval: Head of Human Resources</b>	

### 1.0 PURPOSE

The purpose of this policy is to address workplace violence and to make all employees aware of the processes in place to report and investigate violence relating to or at 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.


This policy is limited to behaviour that occurs in the workplace or outside of the workplace while representing yourself as an employee of Gibson Energy or in a manner that impacts Gibson Energy.

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.

### 3.0 POLICY

The Company is responsible for providing a violence-free workplace and commits to eliminating or, if that is not reasonably practicable, controlling the hazards of violence. Gibson Energy will dedicate sufficient resources to address factors that contribute to workplace violence and will investigate any incidents of violence and take needed corrective actions.

Violent behaviours or threats of violence in the workplace is unacceptable. All employees must; promote a respectful workplace, refrain from causing or participating in workplace

HR-POL-0025	WORKPLACE VIOLENCE POLICY	Rev No:00 Date:02/14/2020	
Gibson Protected	UNCONTROLLED IF PRINTED	Page 1 of 9	



violence, report complaints of violence in a timely manner, and cooperate in investigations of any such complaints.

All Employees in the United States are obligated to comply with any and all Federal and State firearms and weapons laws. To the extent permitted by law, the Company prohibits the possession of weapons by any employee while on company property. In addition, employees are prohibited from carrying a weapon when performing services away from the company premises.

Gibson Energy will not tolerate any form of retaliation taken against someone who, in good faith, brings forward a complaint under this policy. Employees cannot be discriminated against for exercising a H&S right or fulfilling a legislated duty such as reporting incidents of violence or participating in investigations.

**4.0 DEFINITIONS:**

**Violence-** whether at a work site or work related, is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.

**Employees-** are 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.

**Workplace-** 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.

**EXAMPLES:**

Violence includes, but is not limited to:

- physical attacks or aggression; such as pushing, slapping, punching, shaking of a fist, aggressively throwing an item at a person, etc.;

HR-POL-0025	WORKPLACE VIOLENCE POLICY	Rev No:00 Date:02/14/2020	
Gibson Protected	UNCONTROLLED IF PRINTED	Page 2 of 9	



- verbal or written threats, and other aggressive behaviours that express an intent or have the potential to cause physical harm or injury;
- sexual violence;
- domestic violence; and
- any other act, comment, or gesture that would give reasonable cause to believe harm or injury to a person is imminent.

## 5.0 PREVENTION

Hazards of violence will be assessed during the formal hazard assessment process. Identified risks of violence from both internal and external sources will be eliminated or controlled using secure work environments, policies, procedures, training, and enforcement.

## 6.0 PROCEDURES:

### **Response Procedures**

If violence is imminent personal safety is your primary concern, activation of the ERP may be necessary.

#### **Active Assailant**

##### Response

**Run-Hide-Fight**

**Call 911 as soon as safe to do so**

#### **Aggressive or Escalating Behaviours**

##### Response

If you personally experience, or witness aggressive or escalating behaviours in the workplace:

- (1) You are encouraged to first clearly and firmly make the respondent aware that their behaviour, acts or conduct is unwelcome, objectionable or making you uncomfortable and must stop.
- (2) If you are unsuccessful in stopping the behaviour, or feel that you are unable to tell the respondent to stop, report the incident to a manager immediately.

**At any point you feel the behaviour requires a higher level of intervention get to safety and call 911.**

HR-POL-0025	WORKPLACE VIOLENCE POLICY	Rev No:00 Date:02/14/2020	
Gibson Protected	UNCONTROLLED IF PRINTED	Page 3 of 9	



**Reporting Procedures** (once you are out of harms way)

- (1) If you feel the person poses immediate risk to others, call 911.
- (2) Document as many details as you can, while they are fresh. 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 to deal with the situation directly (if applicable).
- (3) Report the incident to a Human Resources Business Partner, your Manager, or the Manager of the other party, or to the Director of Human Resources verbally and in writing.
- (4) 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>
- (5) The Company may also report incidents of violence to the police, as necessary in the circumstances.

**Investigation Procedures**

- (1) The Human Resources Manager or Director, along with the EHS Manager or Vice President will determine the appropriate persons to participate in the investigation.
- (2) A formal investigation will be conducted by competent investigators, using the Company’s incident investigation tool.
- (3) The Company will not disclose the circumstances related to an incident of violence or the names of the complainants, the person alleged to have committed the violence, and any witness, except:
  - a. Where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective actions to be taken to address the incident.
  - b. Where necessary to inform workers of a specific or general threat of violence or potential violence. In these situations, Gibson Energy will only disclose the minimum amount of personal information necessary to inform workers of the threat or potential threat.
  - c. As require by law.
- (4) Use of the investigation tool will guide investigators through the identification of causes, including root causes (OMS & EHS programs), and the identification of corrective actions that can prevent future and similar incidents.
- (5) Investigations must remain impartial, which includes:
  - Informing the respondent of the allegations made against them and providing them the opportunity to respond.

HR-POL-0025	WORKPLACE VIOLENCE POLICY	Rev No:00 Date:02/14/2020	
Gibson Protected	UNCONTROLLED IF PRINTED	Page 4 of 9	



- Interviewing the complainant, the respondent, and any witnesses.
- Taking appropriate notes and statements during interviews.
- Collecting and reviewing any relevant documents or other evidence.
- Looking at all contributing factors and identifying needed corrective actions aimed at future prevention.
- Preparing a written report

(Note: 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).

- (6) Following the conclusion of the investigation, Gibson Energy will inform the involved parties in writing of the investigation results and any corrective actions taken or that will be taken to address the incident. This will be conducted in the most appropriate manner and setting, as determined between the HR team and the manager(s) of the individual(s) involved.
- (7) When the risk of violence remains, communicate the remaining general or specific risks of violence as necessary to protect others, or as required by law. Restrict the information being released to only that necessary for the protection of others.
- (8) Conduct a review of the violence prevention plan, update plan as needed, and implement any additional measures required to eliminate or control the hazard of violence identified during investigations. Track the items to ensure they are completed.

### **Resolution**

If the investigation determines there has been a breach of Policy; the complaint may be resolved in multiple manners; as deemed most appropriate by the HR team after assessing the investigation findings and all relevant legislation. Resolution could include:

- The parties to the complaint being 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 actions.
- Direct resolution or mediation, up to and including referring involved parties to an independent third-party for investigation and/or resolution.
- A range of corrective and disciplinary actions, including unpaid suspension and up to and including termination of employment or services for just cause, depending on the circumstances.
- Criminal charges and possible convictions through external enforcement agencies (i.e. police or RCMP).

### **Appeals**

HR-POL-0025	WORKPLACE VIOLENCE POLICY	Rev No:00 Date:02/14/2020	
Gibson Protected	UNCONTROLLED IF PRINTED	Page 5 of 9	



A person directly involved in a complaint may appeal to the Director of Human Resources (HR) (or the President, if the Director who made the initial decision or is a party to the complaint) within a week after learning of the decision. If the Vice President believes there is sufficient reason to re-investigate or to change the result, they may make that decision within one week.

**7.0 DOMESTIC VIOLENCE:**

If Gibson Energy becomes aware that an employee is or is likely to be exposed to domestic violence at the workplace, it will take reasonable precautions to protect the employee and any other persons at the workplace likely to be affected.

If an employee feels a personal domestic situation may endanger themselves or others while engaged in Company business, they are requested to advise their manager or the Director of HR of the potential risk.

**8.0 EMPLOYEE ASSISTANCE:**

Gibson Energy will assist employees who have experienced workplace violence. Access to the Company Employee and Family Assistance Program is available and encouraged. Workers exposed to workplace violence, or those injured or experiencing adverse symptoms as a result of workplace violence, are encouraged to seek care through a practitioner of their choice such as a family doctor.

**9.0 CONFIDENTIALITY:**

Any complaint brought forward, or investigation conducted under this policy, will be treated confidentially to the greatest extent possible. The Company will not disclose the circumstances related to an incident of violence 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, where necessary to inform employees of a specific or general threat of violence or potential violence, or as required or authorized by law. Where a general or specific threat of violence prompts disclosure of personal information, the Company will disclose only the minimum amount of personal information necessary to inform employees of the specific or general threat of violence or potential violence.

**10.0 POLICY BREACHES, BAD FAITH COMPLAINTS, and RETALIATION:**

Any breach of this policy, including but not limited to, committing acts of violence, retaliating against others who report complaints of violence or participate in

HR-POL-0025	WORKPLACE VIOLENCE POLICY	Rev No:00 Date:02/14/2020	
Gibson Protected	UNCONTROLLED IF PRINTED	Page 6 of 9	



investigations, will be met with appropriate disciplinary action. In addition, bad faith complaints, such as false accusations, or failing to cooperate in investigations are considered serious and will also result in disciplinary action. Disciplinary actions can range from unpaid suspension up to and including termination of employment or services for just cause.

### 11.0 OTHER OPTIONS:

While Gibson Energy prefers to resolve complaints internally and encourages employees to work with the Company in order to reach a healthy, productive, confidential and expeditious resolution; nothing in this policy is intended to discourage an employee from exercising their rights under any other laws.

### 12.0 TRAINING AND EDUCATION:

Gibson Energy will provide information and training to every employee regarding this prevention program in accordance with applicable legislation including; the recognition of potential violence both specific and general, procedures for preventing, controlling, responding to (including obtaining immediate assistance), reporting, and investigating incidents of violence.

### 13.0 RESPONSIBILITIES

#### Company Responsibilities

- Ensure employees are not subject to or participating in violence at the workplace.
- Include workplace violence in hazard assessment activities.
- Work in consultation with the Occupational Health and Safety Committee or representative (when there is one) to develop and implement a workplace violence plan (policy, procedures, and training).
- Implement any measures required to eliminate or control the identified risks of violence.
- Train employees on; how to recognize violence, the prevention policies and procedures intended to eliminate or control the risk of violence, procedures to obtain assistance, and reporting procedures.
- When necessary inform employees of a specific or general threat of violence or potential violence, or when required by law.
- Conduct investigations following reports of violence.

HR-POL-0025	WORKPLACE VIOLENCE POLICY	Rev No:00 Date:02/14/2020	
Gibson Protected	UNCONTROLLED IF PRINTED	Page 7 of 9	



- Take needed corrective and disciplinary actions following investigations of workplace violence.
- Review the violence prevention plan following any report of violence and make any needed changes. In addition, review and revise the prevention plan at the request of the Occupational Health and Safety Committee or representative, when changes to circumstances may affect the health and safety of workers, and at least once every 3 years.

### **Management Responsibilities**

It is the responsibility of anyone in a leadership role (i.e. any person within this Company supervising one or more employees) to take immediate and appropriate action to report or deal with incidents of violence whether brought to their attention or personally observed. Including:

- Ensuring those under their supervision are not subject to or participate in violent behaviours.
- Taking any complaints brought forward seriously.
- Handling all situations fairly.
- Maintaining confidentiality in accordance with this policy.
- Ensuring employees are not discriminated against for exercising a H&S right or fulfilling a legislated duty such as reporting incidents of violence or participating in investigations, this includes deducting wages or job demotions.
- Ensure all reported incidents of violence are investigated, and needed corrective actions taken.
- Communicate any known or remaining threats of violence that appears to be a credible risk to others that could be affected. Ensure only the necessary information is released.
- Inform the parties involved in the incident, in writing, of the investigation results and any corrective action taken or to be taken.
- Remind affected employees of the Employee Assistance Program (EAP) and advise the affected employees to consult a health professional of their choice or their family doctor for treatment or referral. This includes ensuring pay or benefits are not deducted for time required to do so.
- Ensure this prevention plan is reviewed and updated following any reported incident of violence.

### **Employee Responsibilities**

HR-POL-0025	WORKPLACE VIOLENCE POLICY	Rev No:00 Date:02/14/2020	
Gibson Protected	UNCONTROLLED IF PRINTED	Page 8 of 9	





- Promote a respectful work environment free from behaviours that could be seen by others as threatening.
- Refrain from causing or participating in workplace violence.
- Complete required training.
- Advise employer if a personal domestic situation may pose the risk of violence to you or others while in the workplace.
- Become familiar with emergency response procedures related to violent situations (ERP).
- During violence situations, take immediate actions to protect yourself, and others if possible.
- Report any situation of violence you are involved in or witness.
- Participate in investigation.

#### **Occupational Health and Safety Committee or Representative**

- Work in consultation with the Company to develop and implement a workplace violence prevention plan.

#### **14.0 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**

<b>Date</b>	<b>Reason for Change</b>	<b>Owner</b>
November 5 2018	New Policy Revisions	J Cust
Dec 16 2019	Updated Wording	J Cust

HR-POL-0025	WORKPLACE VIOLENCE POLICY	Rev No:00 Date:02/14/2020	
Gibson Protected	UNCONTROLLED IF PRINTED	Page 9 of 9	