

SASKPOWER RESPECTFUL WORKPLACE POLICY

Business Unit	Human Resources & Safety
Policy Title	Respectful Workplace Policy
Issue Date	April 1, 2019
Revision Frequency	3 years

POLICY STATEMENT

<p>Purpose:</p>	<p>SaskPower is committed to providing its employees with a respectful workplace free of harassment and discrimination. SaskPower will take every reasonable measure to ensure that employees are not exposed to harassment or discrimination with respect to any matter or circumstance arising out of their employment.</p> <p>All concerns raised shall be taken seriously and will be addressed in a timely manner. Individuals that file a complaint under the Respectful Workplace Policy in good faith shall not be subject to any form of retaliation. A complaint submitted in bad faith may be subject to disciplinary action up to and including dismissal.</p>
<p>Principles (optional):</p>	<p>The Respectful Workplace Policy outlines the expectation of SaskPower's employees in preventing harassment or discrimination from occurring in the workplace.</p> <p>Additionally, the Respectful Workplace Policy and process do not prevent or discourage employees from filing a complaint or seeking expert assistance from regulatory authorities.</p> <p>Harassment and Discrimination Defined</p> <p><u>What is Harassment?</u></p> <p>This policy uses the definition of harassment as set out in <i>The Saskatchewan Employment Act</i>.</p> <p>Any inappropriate conduct, comment, display, action or gesture by a person:</p> <p>(i) That either:</p> <ul style="list-style-type: none"> a. Is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or b. subject to subsections (4) and (5), adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated and or

	<p>intimidated; and</p> <p>(ii) That constitutes a threat to the health or safety of the worker.</p> <p>(4) To constitute harassment, either of the following must be established:</p> <ol style="list-style-type: none"> a) repeated conduct, comments, displays, actions or gestures; or b) a single serious occurrence of conduct, or a single, serious comment, display, action or gesture that has a lasting, harmful effect on the worker. <p>(5) Harassment does not include any reasonable action taken by an employer, or a manager or supervisor employed or engaged by an employer, relating to the management and direction of the employer's workers or the place of employment.</p> <p>Harassment includes but is <u>not limited</u> to:</p> <ul style="list-style-type: none"> • verbal or written abuse • insulting, derogatory or degrading comments, jokes or gestures • unwelcomed sexual advances • unnecessary and unwanted touching • requests for sexual oriented statements • any display of sexually explicit and/or sexually oriented pictures, photos and illustrations in the workplace that are open to the view of other employees or the public. <p>Harassment is not:</p> <ul style="list-style-type: none"> • day-to-day management or supervisory decisions involving work assignments, job assessments and evaluation, workplace inspections, performance management and disciplinary action carried out in a reasonable manner. • Close physical proximity or contact necessary for the performance of the work based on accepted industry standards <p><u>What is Discrimination?</u></p> <p>Discrimination is unfair treatment, decision or action taken against others based on any of the following grounds:</p> <ul style="list-style-type: none"> • Race or perceived race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, age, nationality, ancestry or place of origin, gender identity, receipt of public assistance.
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APPLICABILITY

<p>Applies to:</p>	<p>This policy applies to the Board of Directors of SaskPower, SaskPower officers, employees and contractors, as well as directors, employees, and contractors of SaskPower subsidiaries (collectively, "personnel") in the workplace.</p> <p>The prohibition against harassment and discrimination includes conduct on any SaskPower premise, any work-related setting such as business trips and business-sanctioned social events, and any situation where one uses their workplace position as a basis of sexual or personal harassment.</p>
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REQUIREMENTS

<p>Responsibilities: What individuals or groups must now take on</p>	<p>As an employer, SaskPower is responsible for establishing a Respectful Workplace Policy and making it easily accessible to employees.</p> <p>EMPLOYEES SHALL</p> <ul style="list-style-type: none"> • conduct themselves in a manner free of harassing and discriminatory behaviour in the work place; • refuse to participate in any form of harassment or discriminatory behaviour against another employee; and • address instances of harassment and/or discriminatory behaviour they may witness. <p>IMMEDIATE MANAGER SHALL</p> <ul style="list-style-type: none"> • make every reasonable, practical effort to ensure a harassment and discrimination free workplace; • refuse to condone any form of harassment and/or discrimination against another employee; and • make every reasonable attempt to resolve, in a timely manner, any concerns involving harassment or discrimination in the work place.
<p>Governance</p>	<p>The Director, Human Resources Business Services & Labour Relations is responsible for reviewing this policy every three years. The Vice-President, Human Resources & Safety is responsible for the approval of the policy and any amendments.</p>

RESOURCES

Related Policies:	<p>List of policies that oversee, are impacted, or fall within the purview of this policy:</p> <p>Respectful Workplace Policy (2016) <i>Occupational Health & Safety Regulations (1996)</i> <i>Saskatchewan Employment Act (2014)</i> Saskatchewan Human Rights Code (1979) SaskPower Corrective Discipline Policy (2016) SaskPower Code of Conduct (2013) Social Media and Digital Communication Policy (2012)</p>
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Date	April 1, 2019
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Revised by	Revision Purpose	Date
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