



Date: 2013 Jan 7  
Subject: **Harassment and Discrimination Policy**

Carrier Lumber Ltd. is committed to creating a working environment that promotes equal opportunity, prohibits discriminatory practices, and treats individuals with respect and dignity. Workplace harassment and/or discrimination will not be tolerated.

This policy is intended to assist you if you are subject to workplace harassment or discrimination, and is in addition to, and not in substitution for, such other rights and remedies at law as you may have. This policy is not intended to constrain normal social interaction between people in the organization; nor is it intended as a means to address personality differences between individuals.

No person involved in this organization, including owner, director, officer, manager, supervisor, employee, or independent contractor may harass or discriminate against any person employed by, involved with, or having dealings with this organization on the basis of race, nationality, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person (the "Categories").

For the purposes of this policy, harassment is determined by conduct or language (verbal or written) that is known, or is ought to be known by any reasonable person, to be hostile, intimidating, bullying, offensive or humiliating to an individual. Discrimination is determined by conduct or language (verbal or written) that limits work opportunities or promotions, except for bona fide reasons.

The harassment or discrimination may take place:

- At the workplace,
- Away from the workplace as it relates to work,
- During work hours,
- Outside of work hours as it relates to work, or
- As one incident or as a series of incidents.

Harassment includes (but is not limited to):

- Making threats, slurs or slanderous comments against another person on the basis of one of the Categories,
- Displaying or distributing derogatory material to another person,

- Vandalizing personal property,
- Interfering with someone's ability to perform his or her job functions, or
- Physically assaulting another person.

Sexual harassment includes (but is not limited to):

- Leering, gesturing, commenting, touching or other physical contact, or displaying or distributing pornography or images of sexual nature, that (a) cause discomfort, insecurity, offence or humiliation to the person to whom it was directed, or (b) could reasonably be perceived to place a condition of a sexual nature on employment or any aspect of employment, such as hiring, promotion, performance appraisal, training opportunities, compensation or job security, or
- Persistent and unwanted contact after the end of a consensual relationship.

Examples of what is not harassment or discrimination (but is not limited to):

- Healthy, respectful social interaction,
- Mutually acceptable fun, jesting or banter,
- Appropriate performance appraisals and coaching, or
- The exercise of normal supervisory authority, including issuing of appropriate discipline.

If you believe you have been subjected to harassment or discrimination, you should act promptly. Prompt actions are more likely to prevent repeat incidents, and are more conducive to effective investigations. Proceed in this order unless you have a valid reason to vary:

- Tell the alleged harasser to stop. Hopefully the matter will be resolved at this stage.
- If it remains unresolved, tell your supervisor or the alleged harasser's supervisor.
- If it still remains unresolved, submit a formal complaint in writing. You must sign the complaint and include dates, times, locations and details of the alleged harassment or discrimination. Formal complaints are to be submitted to the Administration Manager, located in the corporate office in Prince George, located at 4722 Continental Way V2N 5S5, phone 250-563-9271.

Investigations of all written complaints will be dealt with promptly. Persons involved with the investigation will be expected to treat the matter as being confidential; however, disclosure to outside parties may be necessary for the purpose of the investigation or discipline. Requests to keep the complaint confidential will be respected whenever possible but may limit the organization's ability to deal with the complaint.

Confirmed acts of harassment or discrimination are subject to disciplinary action, up to and including dismissal. Unfounded, frivolous or vexatious claims of harassment or discrimination are subject to disciplinary action, up to and including dismissal.