

Respect in the Workplace Policy

Last updated: April 2021



Win Together, Think Beyond, Make It Happen, Learn Every Day, Show We Care

Definitions

Term	Definition
Manager	As referenced in this policy and in the <i>Respect in the Workplace Process</i> document, a Manager is the person to whom an employee directly reports.
Safety Policy Committee	As referenced in this policy and in the <i>Respect in the Workplace Process</i> document, a Safety Policy Committee assigned as per the Canada Labour Code to review workplace safety and policy practices.

Overview

Corus Entertainment Inc. is committed to providing and maintaining a workplace which ensures that all employees of the company are treated with dignity and respect and are able to work in an environment free from discrimination and harassment. The company upholds, as a matter of normal business practice, the freedom from discrimination and harassment provisions of applicable human rights legislation and/or applicable provincial Workers Compensation legislation, Employment Standards, Canada Labour Code and Occupational Health and Safety legislation (the “legislation”).

Policy

A. The Company’s Commitment

Corus Entertainment Inc. (the “company”) is committed to providing and maintaining a workplace which ensures that all employees of the company are treated with dignity and respect and are able to work in an environment free from discrimination and harassment.

Harassment is a form of discrimination, which is prohibited by law. The company upholds, as a matter of normal business practice, the freedom from discrimination and harassment provisions of applicable human rights, Canada Labour Code, Part II, occupational health and safety legislation (the “legislation”) and applicable provincial legislation.

Respectful treatment of people in the workplace is central to our established Corus Values whereby we commit ourselves to **Win Together, Think Beyond, Make It Happen, Show We Care** and **Learn Every Day**. The value Show We Care specifically calls out that Corus people are expected to support each other’s well-being, and a workplace free from discrimination and harassment is an essential component of living that commitment.

Respectful treatment is at the cornerstone of our **Uniquely US** approach to diversity and inclusion; which defines our commitment to value and actively involve the full range of what makes people unique, in order to create a strong and innovative company where amazing people thrive.

B. Application of Policy

This Policy applies to all Corus employees and Board Directors and to all business-related activities between employees and third parties such as customers, contractors, vendors, suppliers, freelancers and members of the public. Furthermore, this Policy applies to all company locations, in all geographies.

The Policy covers all forms of discrimination and harassment including:

- a) Harassment under Prohibited Grounds: Is an action or decision that treats a person or a group badly for reasons such as their race, age or disability. These reasons, also called prohibited grounds, are protected under the Canadian Human Rights Act. Prohibited grounds can include, but not limited to sex (including pregnancy), sexual orientation, gender identity, gender expression, race, ancestry, nationality, place of origin, colour, ethnic origin, citizenship, creed, religious beliefs, age, record of offences (pardoned criminal conviction), marital status, family status, same-sex partnership status and physical or mental disability.
- b) Personal Harassment: Abusive, unfair, or demeaning treatment of a person or group of persons that is known or ought reasonably to be known to be unwelcome and unwanted. Such behaviour may occur as a result of an employee's position in the company or because of an association with a group outside the company, or for any cause of personal dislike. Personal harassment may also arise out of someone abusing their position of authority or power, such as when an employee provides constructive feedback to a manager and then is later penalized for doing so indirectly through another matter.

Any employee who believes that they have been discriminated against or harassed in the workplace, on any of these grounds, may use the procedures in this Policy. For the purpose of this Policy, the company's workplace includes any place where the business of the company is conducted or where company related social events or other functions of the company occur.

Nothing in this Policy is designed to stifle the creativity and artistic licence inherent within the nature of the business conducted by the company. Any on-air content or conduct, however, continues to be subject to the requirements of the CRTC and any other federal or provincial law, or other Corus policies as may be applicable.

C. What Is Harassment?

For the purpose of this Policy, harassment means:

- a) Harassment under Prohibited Grounds: Is an action or decision that treats a person or a group badly for reasons such as their race, age or disability. These reasons, also called prohibited grounds, are protected under the Canadian Human Rights Act. Prohibited grounds can include, but not limited to sex (including pregnancy), sexual orientation, gender identity, gender expression, race, ancestry, nationality, place of origin, colour, ethnic origin, citizenship, creed, religious beliefs, age, record of offences (pardoned criminal conviction), marital status, family status, same-sex partnership status and physical or mental disability.
- b) Personal Harassment: Abusive, unfair, or demeaning treatment of a person or group of persons that is known or ought reasonably to be known to be unwelcome and unwanted. Such behaviour may occur as a result of an employee's position in the company or because of an association with a group outside the company, or for any cause of personal dislike. Personal harassment may also arise out of someone abusing their position of authority or power, such as when an employee provides constructive feedback to a manager and then is later penalized for doing so indirectly through another matter. Such harassment contributes to a 'poisoned' work environment and will not be tolerated by the company.

Harassment may occur as a result of one incident or a series of incidents.

A series of incidents may be related to repeated micro-aggressions, which are brief verbal, behavioural, or environmental indignities, that communicate hostile, derogatory, or negative prejudicial slights and insults toward any group, particularly culturally marginalized groups.

The unwelcome comment or conduct does not have to be directed at a specific person for harassment to occur. Comments or conduct that tend to ridicule or disparage a group protected by legislation may give rise to an offensive hostile or 'poisoned' work environment and thus to harassment.

Examples of **sexual or gender based harassment** may include, but are not limited to:

- remarks, jokes, or innuendos about sex or sexual orientation where the speaker has been advised, or should otherwise be aware, that they are offensive or where they are by their nature offensive;
- leering or other offensive or sexually suggestive gestures;
- derogatory or degrading remarks used to describe or which are directed toward members of one gender or sexual orientation;
- the display or distribution (including use of electronic media) of sexually explicit or otherwise offensive material;
- refusing to work with people because of their gender, gender identity, gender expression or sexual orientation;
- unwelcome advances, invitations or propositions of a sexual nature or repeated invitations after previous requests have been refused;
- any advances, invitations or propositions of a sexual nature, or the refusal of any such advances, invitations or propositions, which might, on reasonable grounds, be perceived as placing a condition on a person's employment, work assignment, or on any opportunity for training or promotion;
- unwarranted inquiries or comments about a person's personal life;
- unwanted physical contact, including touching, patting, etc.;
- verbal abuse or threats of a sexual nature; and
- sexual assault

Examples of **racial, religious or cultural harassment** may include, but are not limited to:

- comment or conduct which disparages or ridicules a person's race, ethnic origin, colour, language or religion;
- insulting gestures or jokes which relate to race, ethnic origin, colour, language or religion;
- mimicking a person's accent, speech or mannerisms;
- the display or distribution, including use of electronic media, of derogatory materials which relate to race, ethnic origin, colour, language or religion; and
- refusing to work with people because of their race, ethnic origin, colour, language or religious background

Examples of **physical or mental disability harassment** may include, but are not limited to:

- inappropriately disclosing a person's disability to others who do not need to know
- intrusive questioning or remarks about a person's disability, medication, treatment or accommodation needs
- comments ridiculing people because of disability-related characteristics
- repeatedly excluding people from the social environment, or "shunning"
- slurs, name-calling or pejorative nicknames based on disability
- the display or distribution, including use of electronic media depicting people with disabilities in a negative light

Examples of **personal harassment** may include, but are not limited to:

- offensive, intimidating, malicious or threatening behaviour;
- bullying;
- misuse of power that humiliates or denigrates the recipient

Harassment on other grounds may follow similar patterns.

For steps on how to address an incident of harassment, please refer to the [Respect in the Workplace Process](#) document.

D. No Retaliation for Using This Policy

All employees have a right to make a complaint or enforce their rights under this Policy and the utilization of the [Respect in](#)

the [Workplace Process](#) without retaliation or threat of retaliation. Retaliation against a person who makes a complaint or who enforces any right under this Policy, or who takes part in an investigation under this Policy, will be treated in the same manner as harassment.

Retaliatory behaviour could include:

- unwarranted criticism of a person's job performance;
- the arbitrary reassignment of a person to a different department, job or set of responsibilities;
- the failure to extend to a person (or others of the same group, sex or race) opportunities available to others;
- the refusal to work with a person or others of the same group, sex or race as the individual putting forward the complaint; and
- the breach of the confidentiality requirements of this Policy

E. Preventative Measures

Corus is committed to ensuring appropriate preventative measures are in place to effectively manage and avoid the risk of harassment in the workplace.

Corus, in coordination with the Safety Policy Committee and local safety committees, will review preventative measures currently in place or those that should be introduced in order to avoid future occurrences of workplace harassment and/or associated safety risks.

The Safety Policy Committee will conduct a review of preventative measure programs every three years or where new circumstances require a re-evaluation of measures in place.

F. Disciplinary and Rehabilitative Actions

Disciplinary and rehabilitative action arising out of the informal resolution process or resulting from a formal complaint and subsequent investigation may include one or more of the following:

- a formal apology;
- counselling and/or attendance at educational seminars on harassment;
- a written warning delivered to the person who was deemed to have engaged in harassment, and placed in that person's employment file;
- a change of work assignment of the person complained about;
- the suspension with or without pay of the employee;
- the termination of the employee

In all cases where an intervention is warranted, the VP, People and Culture (or designate) is responsible for taking all reasonable measures to ensure that there is no retaliatory behaviour. Disciplinary action which involves suspension or termination from the company must be initiated in consultation with the appropriate business area VP, the VP, People and Culture and EVP, People and Communications.

Employees who engage in harassment may also expose themselves personally to damages in the event of a successful lawsuit or human rights case.

G. Confidentiality

It is essential that the principal party (individual putting forward the complaint), responding party and all of those involved in the informal or formal investigation of a complaint maintain confidentiality throughout the formal or informal complaint procedure, the investigation and subsequent to the investigation. Both the formal and the informal complaint procedures will be carried out in strict confidence. Information obtained during an investigation, including identifying information about any individuals, will not be disclosed unless necessary for the purpose of investigating or taking corrective action. It is

a serious breach of this Policy to break confidentiality unless disclosure of information relating to the complaint is required by law or is necessary in order for the proper investigation and resolution of the matter.

H. Harassment By and Towards Non-Employees of the Company

Corus acknowledges its responsibility to support and assist any employee of the company who believes that they have been harassed by persons outside the company during the course of their business-related interaction with the company.

Persons outside the company include, but is not limited to, customers, contractors, vendors, freelancers, suppliers and members of the public.

Harassment includes, but is not limited to, contact in person, by electronic or hardcopy correspondence, and on social media.

Any employee who believes that they have been harassed by a person outside the company in the course of their business-related interaction with that person may bring their concerns to the attention of their Manager, another leader in the company, a People Team Business Partner or the VP, People and Culture. The VP, People and Culture will ultimately be responsible for appropriately investigating and resolving such matters.

If a non-employee believes that they have been harassed by a Corus employee in the course of business-related interaction with a Corus employee, then the non-employee is requested to immediately bring the matter to the attention of any Corus employee who shall immediately notify their manager, a People Team Business Partner, Senior Manager, People and Culture or the VP, People and Culture. The VP, People and Culture will ultimately be responsible for the proper investigation and resolution of such matters.

Any Corus employee who has knowledge of another Corus employee harassing a non-employee is directed to immediately bring the matter to the attention of a People Team Business Partner, Senior Manager, People and Culture or the VP, People and Culture. The VP, People and Culture will ultimately be responsible for the proper investigation and resolution of such matters.

I. Posting and Reporting Requirements

A copy of this Policy will be placed on Corus Central, as will the associated Process document.

The EVP, People and Communications will report quarterly in writing to the HR and Compensation Committee of the Board of Directors citing the number of formal complaints considered by the People Team Business Partners and the VP, People and Culture and describing the status of those cases.

By March 1st of each year, Corus will submit annual reporting on workplace incidents to the Federal Minister of Labour that includes:

- the total number of occurrences of workplace harassment and violence, and number of cases that were not cases of harassment and violence,
- the number of occurrences that resulted in the death of an employee,
- if known, the number of occurrences that fell under each prohibited ground of discrimination set out in subsection 3(1) of the [Canadian Human Rights Act](#),
- the locations where the occurrences took place, specifying the total number of occurrences that took place in each location,

- the types of professional relationships that existed between the claimant and responding parties, specifying the total number for each type,
- Types of resolution and frequency,
- the average time, expressed in months, that it took to complete the resolution process for an occurrence.

J. Training Requirements

In an effort to ensure employees are fully informed of the applicable components of this policy, the following training schedule will be applied:

Audience	Program	Training Completion	Retraining Period
All Employees as at January 1, 2021	Corus Respect in the Workplace Policy & Workplace Violence	December 31, 2021	Every 3 years
New Hires after January 1, 2021	Corus Respect in the Workplace Policy & Workplace Violence	Within 3 months of hire	Every 3 years thereafter

All training specified in the above will include employee awareness of:

- (a) the elements of the workplace harassment and violence prevention policy;
- (b) a description of the relationship between workplace harassment and violence and the prohibited grounds of discrimination set out in the *Canadian Human Rights Act*; and
- (c) a description of how to recognize, minimize, prevent and respond to workplace harassment and violence.

K. The Company's Commitment Restated

The position of Corus with respect to discrimination and harassment at the workplace is very straightforward. Every employee of this company has the right to work in a dignified, respectful, discrimination-free and harassment-free environment.

Harassment at the workplace is a serious issue. This Policy must not be used maliciously or in bad faith. If the investigation proves that the complaint was deliberately made for frivolous or vindictive reasons, the employee making the false allegation is subject to discipline including termination for cause. This does not apply to complaints made in good faith but which are not proven.

L. Other Support Available

Employee Family Assistance Program

The Employee Family Assistance Program (EFAP) is a confidential resource available to all full-time, part-time or on a fixed term contract, whether they have benefit coverage or not.

The Corus EFAP blends the best user experience and clinical expertise together to help people everywhere achieve total physical, mental and emotional well-being. It is designed to support employees, their spouses and dependents with issues related to work-life and home-life.

Morneau Shepell’s website workhealthlife.com includes options to speak to a counsellor by phone, in person, by email and through online chat, and the My EFAP mobile app.

M. Partner / Family Member Violence

Any employee who has knowledge of an instance of intimate partner or family member violence is required to immediately report that matter, in confidence, to the People Team Business Partner and/or Senior Manager, People and Culture, and/or their Manager(s) if that employee believes that the partner / family member violence incident is likely to expose either themselves or any other employee to harassment and/or physical injury in the workplace.

Related Documents

- Respect in the Workplace Process document
- Code of Business Conduct
- Social Media Policy
- Employee Assistance Program

Version Control History

Approval, VP People	Approval, Director/VP People	Location and Version #	Revision Date/ Comments
Hal Blackadar	Laura Kavanagh	Policies & Procedures	Original policy
Hal Blackadar	Penny Vlachos	Policies & Procedures – v.2	2009-02-23 – signature line deleted
Kathleen McNair	Larry Burnett	Policies & Procedures – v.3	2011-01-19 – Corus locations revised; OH&S legislation references & informal dispute resolution options added
Kathleen McNair	Larry Burnett	Policies & Procedures – v.4	2012-07-05 – Gender identity and gender expression added to Section B as prohibited grounds for discrimination
Kathleen McNair	Larry Burnett	Policies & Procedures – v.5	2013-06-13 – Section K amended to include consequences of false allegations.
Cheryl Fullerton	Bianca Williamson	Policies & Procedures – v.6	2018-02-01 – Remove workplace advisors, update People team roles, add AlertLine
Cheryl Fullerton	Bianca Williamson	Policies & Procedures – v.7	2018-04-25 – revise policy wording from Respect “at” the Workplace to Respect “in” the Workplace
Cheryl Fullerton	Bianca Williamson	Policies & Procedures - v.8	2019-10-16 - examples of disability related harassment added, language revised to be gender neutral, and specifically include micro-aggressions and social media harassment
Cheryl Fullerton	Bianca Williamson	Policies & Procedures - v.9	2020-10-14 – updated job titles, preventative measures review of Safety Policy Committee, new reporting and training requirements, EFAP support, Partner/Family Member Violence, and process section moved to separate internal process document.
Cheryl Fullerton	Bianca Williamson	Policies & Procedures – v.10	2021-04-14 – updated harassment definition within Sections B & C and updated terminology of complainant with “Principal Party” and respondent with “Responding Party”.