

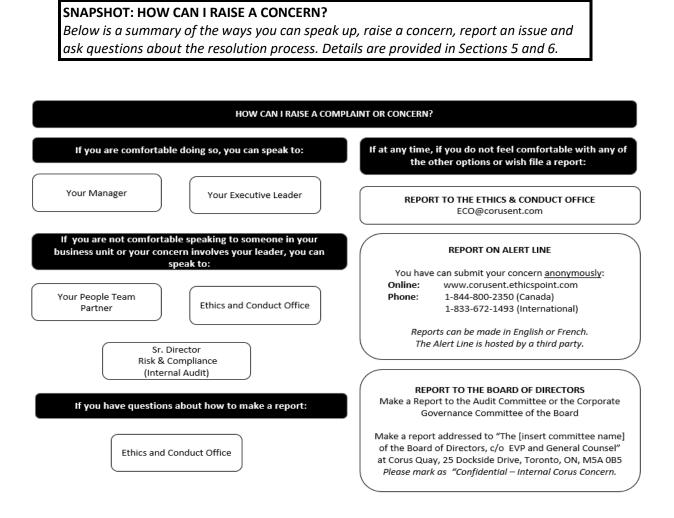
Respect and Safety in the Workplace Policy

1. OVERVIEW

Corus is committed to providing and maintaining a workplace where all employees are treated with dignity and respect and prohibits Harassment, Discrimination and Violence in the workplace. Corus will not tolerate, ignore or condone any form of Harassment, Discrimination or Violence in the workplace.

The purpose of this **Respect and Safety in the Workplace Policy** ("**Policy**") is to establish and detail the responsibilities of all employees and contractors to maintain workplaces free from Harassment, Discrimination and Violence, and to outline how Corus will address Harassment, Discrimination and Violence in the workplace (see below for definitions and examples). This includes the options and processes for addressing, investigating and resolving concerns and complaints relating to Harassment, Discrimination and Violence. The Policy also provides guidance on what you or Corus should do if certain emergencies occur.

In addition to this Policy, Corus' **Code of Business Conduct** and **Raising Concerns Policy**, work together as a system that sets out Corus' expectations for and commitment to a healthy, respectful and safe workplace and describes how you can raise concerns about an actual or suspected violation of the **Code of Business Conduct** or this Policy.







2. WHO DOES THIS POLICY APPLY TO?

This Policy applies worldwide to all directors, employees and independent contractors (generally referred to as "you" or "your" in this Policy) of Corus Entertainment Inc. and its controlled, direct and indirect subsidiaries (collectively referred to as "**Corus**"). Corus expects third parties acting on its behalf to perform their obligations in a manner consistent with this Policy.

This Policy applies if you believe that you have been the subject of, or you are aware of another person who has been the subject of, Harassment, Discrimination or Violence by a Corus director, employee or independent contractor or by someone outside of Corus in the course of their business-related interaction with that person.

If you are the recipient of a concern (someone has told you about a concern or you witness an incidence that you feel violates this Policy), you must report the concern to the Ethics and Conduct Office. The Ethics and Conduct Office is generally responsible for appropriately reviewing and resolving such matters.

Third parties (e.g. customers, clients, independent contractors, vendors, suppliers, and freelancers) and former Corus employees (employed within 90 days) may also make a report about a current Corus director, employee or independent contractor. In these situations, Corus will adhere to the same processes described in this Policy, to the extent practical and lawful in the circumstances.

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

3. WHAT IS HARASSMENT, DISCRIMINATION AND VIOLENCE? HOW DOES IT APPLY TO ME?

"Harassment and Violence" includes any action, conduct or comment, including of a sexual nature that can reasonably be expected to cause offence, humiliation or other physical or psychological injury or illness to an employee, including any prescribed action, conduct or comment. Harassment may occur as a result of one incident or a series of incidents.

"Harassment" includes, but is not limited to:

• Spreading rumours or gossip about an individual	or • Making unwelcome physical contact.
group.	 Making sexual innuendo/insinuation.
 Cyber bullying (threatening, spreading rumours talking negatively about an individual online). Making threats over the phone, by email, or through the phone of the phone	invitations or requests, including of a sexual
other mediums.	• Displaying offensive posters, cartoons,
• Making offensive jokes or remarks about	
individual or group.	• Making aggressive, threatening or rude
 Playing unwanted practical jokes. 	gestures.
Socially excluding or isolating an individual or group	
• Stalking or inappropriately following a person.	changing work guidelines, restricting
• Tampering with someone's work equipment personal belongings.	or information, setting impossible deadlines that lead to failure, and/or blocking
• Vandalizing or hiding personal belongings or w	ork applications for leave, training or promotion
equipment.	in an arbitrary manner.
 Publicly disciplining an individual. 	
Perpect and Safety in the Workplace Policy 12	



Persistently	criticizing,	undermining,	belittling,	• Impeding a person's work in any deliberate
demeaning o	r ridiculing a	person.		way.
				 Intruding on a person's privacy.

An unwelcome comment or conduct does not have to be directed at a specific person for Harassment to occur and does not have to be intentional. Comments or conduct that tend to ridicule or disparage a group based on Protected Grounds may give rise to an offensive, hostile or 'poisoned' work environment and thus, to Harassment.

"Harassment" is <u>not</u> any of the following:

- Reasonable day to day management duties and actions carried out fairly and transparently in such areas as performance, assignments, attendance, discipline and dismissal, as long as the treatment is not unreasonable, abusive or discriminatory and is taken in a fair and consistent manner.
- Consensual Workplace banter and interactions (unless the banter includes hurtful remarks about others, especially if they pertain to any of the Prohibited Grounds listed below).
- Every workplace disagreement (although if a conflict is poorly handled or left unresolved, it can lead to Harassment).

"Violence" includes but is not limited to:

- Verbal or written threats of violence or intimidation that include a direct or implied expression of an intent to inflict harm.
- Kicking, punching, scratching, biting, squeezing, pinching, battering, hitting or wounding a person in any way.
- Threatening behaviour such as shaking fists, destroying property or throwing objects.
- Intimidation or hostile behavior that creates a reasonable fear of injury or psychological distress.
- Stalking
- Obsession with violent themes or intimidating references to highly publicized violent crimes.
- Possession of, or attack with, a weapon in the Workplace.
- Fighting or assault.
- Persistent anger or conflict.
- Threatening telephone calls or emails.
- Unwanted pursuit of an employee by another person.
- Contact of a sexual nature.

"Discrimination" is any action or a decision, without lawful justification, whether intentional or not, which has the effect of denying to, or otherwise disadvantaging, an individual or group of individuals unfairly in the course of employment on the basis of a Protected Ground. This includes engaging in any of the actions, conduct and comments outlined in the above examples of Harassment against a person because of Protected Grounds.

"Protected Grounds" are race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, a conviction for which a pardon has been granted or record suspended, or any of the other prohibited grounds that are listed or are added to the *Canadian Human Rights Act*.

"Discrimination" includes, but is not limited to, the following on the basis of a Protected Ground:

- Job application refusal.
- Being dismissed or having shifts cut down with no objective reason or business rationale for the decision.

- Denial of training opportunities, transfers or promotions.
- Not being paid equitably compared to others doing the job with the same experience and qualifications, with no objective reason or business rationale.
- Exclusion or isolation by co-workers.
- Having information you need to do your job deliberately withheld.
- Being given impossible tasks.
- Being subjected to taunts or abuse that references the Protected Ground.

4. WHAT OTHER DEFINITIONS DO I NEED TO KNOW TO HELP ME UNDERSTAND THIS POLICY?

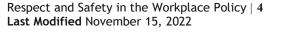
The following defined terms are used in this Policy and align to those used in the Canada Labour Code.

Term	Meaning	
Notice of Occurrence or	an occurrence of Discrimination, Harassment or Violence in the Workplace.	
Occurrence or Notice	This is also referred to as a report, concern, or complaint.	
Principal Party	the person who is alleged to have experienced Harassment, Discrimination	
	or Violence and who is the object of the Occurrence in the Workplace. This	
	person is sometimes referred to as the Complainant.	
Responding Party	the person who is alleged to have committed Harassment, Discrimination or	
	Violence against another. This person is sometimes referred to as the	
	Respondent.	
Witness	a person who observed an Occurrence or is informed of an Occurrence by	
	the Principal Party or Responding Party.	
Designated Recipient	the department designated by Corus, to whom a Notice of an Occurrence	
	may be submitted. At Corus the Ethics and Conduct Office is the Designated	
	Recipient.	
Workplace	any place where an employee engages in work for Corus and includes all	
	Corus premises and any other place where work-related activity occurs,	
	including work-related social events and business travel.	
Manager	the person to whom an employee reports or any person who has	
	responsibility for managing another employee at Corus. See Appendix A for	
	full role description.	
Management	the leader, Manager or executive having oversight of the business unit in	
	which each of the Principal Party or Responding Party work. Management	
	may also include a Director depending on the nature of the report.	

5. HOW DO I REPORT A CONCERN?

The "snapshot" in section 1 summarized the various ways you can raise a concern at Corus. In this section, you will find more specific guidance on how you can report a concern under this Policy.

Have a Direct Conversation. Depending on the nature of the Occurrence, before reporting, you may first consider whether having a direct conversation with the Responding Party may be appropriate and safe to do so. Often informing the person that their comment, conduct or behaviour is unwelcome can resolve the concern or issue. This may be difficult or uncomfortable, so the People Team is available to help guide you.







- Submit a report to the ECO. You must notify the Ethics and Conduct Office at ECO@corusent.com if you:
 - experience Harassment, Discrimination or Violence in the Workplace;
 - witness an Occurrence of Harassment, Discrimination or Violence in the Workplace; or
 - witness, experience or are informed of any other breach of the Code of Business Conduct

All reports will be acknowledged within seven (7) days of receipt.

You will be asked for a report outlining the particulars of the incident(s) like dates, places and people involved. Your report can be in writing or verbally. If possible, the report should be provided in writing at some stage in the process. If you are not able to provide the information in written form, you may provide the information to the Ethics and Conduct Office verbally, who will then transcribe the information.

Submit an anonymous report. You can submit a report anonymously through the Corus' Alert Line. This is a confidential, third-party operated service that maintains your anonymity (if you do not identify yourself in your report). It is important to note that if your participation or information is limited by anonymity, as a practical matter, it may be challenging for Corus to investigate or remediate your report. In addition, the nature or source of the report may also make complete anonymity impractical. Corus does not communicate the results to an individual who submits an anonymous report but will communicate when the report is closed.

To proceed to the resolution process, you will need to provide the name or identity of the Principal Party who was involved in the Occurrence.



6. WHAT HAPPENS WHEN I MAKE A COMPLAINT (WHAT ARE THE RESOLUTION PROCESSES)?

WHAT ARE THE OPTIONS TO RESOLVE A CONCERN OR COMPLAINT?

There are several paths for reviewing or investigating and then resolving a concern reported. The nature and substance of the complaint or concern identified can impact what we ultimately choose to or need to do but, in general, your feelings about the desired path will be taken into account.

You have a direct conversation with the person(s) involved Your Manager or Executive Leader has a direct conversation with the person(s) involved

Negotiated resolution with the support of the People Team

Conciliation with support of a neutral internal person Investigation conducted through the Ethics and Conduct Office





Discussion with Principal Party. The Ethics and Conduct Office will contact the Principal Party (the person who experienced the actual or suspected incident, defined above) within seven (7) days to set a time to discuss the information below:

- that a Notice of an Occurrence has been received and/or they have been identified as the Party in a Notice provided by a Witness;
- the content of the Notice and whether the Notice does not describe an action, course of conduct or comment that constitutes Harassment, Discrimination or Violence. If the member of the Ethics and Conduct Office and the Principal Party do not agree as to whether the Occurrence meets the definition, then the Principal Party has the option of pursuing negotiated resolution, or pursuing conciliation and/or an investigation;
- how to access this Policy;
- each step of the resolution process including discussing when the Responding Party is advised; and
- that they may have a support person/representative during the resolution process

Next Steps: There are three ways to proceed with a Notice of Occurrence:

- Negotiated Resolution
- Conciliation
- Investigation.

The Principal Party can request an investigation at any time during the resolution process.

Negotiated Resolution. The Principal Party and the People Team try to reach a resolution. For clarity, this approach does not involve a formal investigation through the Ethics and Conduct Office. The People Team can arrange for any of the following meetings:

- meetings with only the Principal Party and a member of the People Team;
- meetings with the Principal Party, Responding Party and a People Team member; and/or;
- meetings between the Principal Party and a People Team Member with concurrent but separate meetings between the Responding Party and the People Team Member

A manager could also be included in the meetings if requested by the Principal Party. If the report is resolved through negotiated resolution, a confidential record of the resolution will be kept in Corus' confidential HR drive and accessible to the Ethics and Conduct Office. The Principal Party will be provided with confirmation that the Notice is resolved by negotiated resolution. If the issue is not resolved, the Principal Party may choose to move to a conciliation process or to an investigation.

Conciliation. Conciliation is a flexible, voluntary process involving separate or joint conversations between the parties to explore ways to address and resolve the concerns raised similar to a mediation. Conciliation is available if the Principal Party and Responding Party agree to the process. The conciliator serves as a neutral individual who assists by settling the Occurrence through a mutual agreement. The Ethics and Conduct Office will appoint an internal conciliator who is a neutral party.

Investigation. This is an independent process of fact-finding conducted by the Ethics and Conduct Office that includes interviews of the parties, witnesses and the review of relevant evidence. At the end of the investigation process, conclusions are reached about what is alleged to have occurred and if there has been a breach of this Policy or other another Corus policy such as the **Code of Business Conduct**. See Appendix C – FAQs for more information about the investigation process.





7. UNDERSTANDING YOUR PROTECTIONS, CONFIDENTIALITY AND PRIVACY IF YOU MAKE A REPORT

Corus takes concerns under this Policy (including all Notices of Occurrence) seriously and will address each in a consistent and fair manner. We know that making reports and speaking up can be difficult and Corus is committed to maintaining a safe space for employees to raise good-faith concerns.

Please know that:

- Corus prohibits retaliation against anyone, acting in good faith, who raises or helps to address a Report or Occurrence under this Policy or who takes part in a resolution investigation.
- Corus will take all reasonable steps to protect the privacy of the persons who are involved in an Occurrence or in the resolution process. Corus will only disclose information necessary for the purposes of investigating, addressing resolution of the Occurrence, or taking corrective action, or as legally required or permitted.
- It is a serious breach of this Policy and the Code of Business Conduct to break confidentiality unless disclosure of information relating to the Occurrence is required by law, court or regulatory order, or is necessary for the proper investigation and resolution of the matter.
- If you engage in an inappropriate breach of confidentiality, you may be subject to disciplinary action.

If you feel you have experienced, or are being threatened with, any reprisal for submitting a concern or participating in an investigation and/or resolution of a concern, please contact the Ethics and Conduct Office. Additional guidance on protection against retaliation is also found in the **Raising Concerns Policy** and **Code of Business Conduct**.

Retaliatory behaviour can 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

Any retaliation against a person who has, truthfully, lawfully and in good faith, reported an Occurrence in accordance with this Policy is subject to disciplinary action, which may include dismissal.

8. TRAINING SUPPORT

Training for this Policy includes: making employees aware of this Policy and its purpose, making the Policy available to all employees, and providing mandatory regular training to employees on how to recognize, minimize, prevent and respond to Harassment, Discrimination, and Violence in the Workplace. Training will also include helping you understand the relationship between Workplace Harassment and Violence and the prohibited grounds of Discrimination under the *Canadian Human Rights Act*.

Additional training may be provided to employees occupying certain roles as part of creating a safe working environment. A training schedule will be created and maintained under this Policy.

Respect and Safety in the Workplace Policy | 7 Last Modified November 15, 2022





9. ADDITIONAL SUPPORT AVAILABLE

EMPLOYEE FAMILY ASSISTANCE PROGRAM

The Employee Family Assistance Program (EFAP) is a confidential resource available to all employees, whether they have benefit coverage or not. It is designed to support employees, their partners and dependents with issues related to work-life and home-life.

The EFAP also provides confidential consultations for managers, to provide guidance on sensitive workplace matters or conflicts.

Please visit LifeWorks's website <u>www.workhealthlife.com</u> which tell you your options to speak to a counsellor by phone, in person, by email and through online chat and the My EFAP mobile app. Their phone numbers are:

English Service: 1.844.880.9142 French Service: 1.844.880.9143

EMPLOYEE SAFETY TRAINING MODULES AVAILABLE ON CORUS' INTRANET SITE - CORUS U

General Modules	Field Safety modules for news/journalists
 Harassment and Violence in the Workplace Electronic News Gathering Vehicle Safety 	 Field Reporting Safety Non-Verbal Behaviour Crisis Development Model Personal Safety Techniques Verbal Communication Post-intervention

10. CONCERNS ABOUT HOW THIS POLICY HAS BEEN APPLIED

If you have concerns as to whether the processes in this Policy have been followed, or have a complaint related to non-compliance, you should first notify the Head of Ethics, Conduct, and Employment Law at <u>ECO@corusent.com</u> who will review and try to address the concerns. If your concerns involve Corus, the Ethics and Conduct Office will receive the Notice on behalf of Corus as the Designated Recipient.

Any Corus employee who has knowledge of another Corus employee engaging in Harassment, Discrimination or Workplace Violence towards a non-employee is directed to immediately bring the matter to the attention of the Ethics and Conduct Office. The Ethics and Conduct Office will ultimately be responsible for the proper investigation and resolution of such matters.

11. NOTICES IN BAD FAITH

Notices of Harassment, Discrimination and Violence that are identified throughout the resolution process as having been made in bad faith may be subject to disciplinary action. A bad faith complaint is one pursued for improper reasons or motives. These include complaints that are filed with the intention to mislead, or to embarrass or harm the Respondent or others.

An honest held belief of an alleged wrong doing does not constitute bad faith. The sole fact that an investigation finds that an allegation is unsubstantiated does not constitute a bad faith complaint.





12. POSTING, REPORTING AND COMMUNICATIONS RELATED TO THIS POLICY

A copy of this Policy will be placed on Corus Central. It will also be accessible to new employees at the time of their hiring.

The Ethics and Conduct Office under the EVP and General Counsel will report quarterly in writing to the HR and Compensation Committee and Corporate Governance Committee of the Board of Directors citing the number of Occurrences considered by the Ethics and Conduct Office and describing the status of those cases and timelines to resolve the concern.

By March 1 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 the 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 <u>Canadian Human Rights Act</u>;
- 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 Principal Party and the Responding Party, 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

Approval, EVP People & Communications, EVP & General Counsel and Date	Approval, VP, People and Date	Location and Version #	Comments
Cheryl Fullerton	Bianca Williamson	Retired Policy	Respect in the Workplace and Violence in the Workplace Policies and Processes Retired
Jennifer Lee Cheryl Fullerton November 2022	Bonnie Bidgoli Bianca Williamson November 2022	Policies and Procedures Version #1	New Policy created

Version Control History



APPENDIX A: ROLES AND RESPONSIBILITIES

This Appendix outlines the roles and responsibilities of employees (including directors and independent contractors), managers, the Ethics and Conduct Office, the Safety Policy Committee and the Workplace Committee at Corus.

EMPLOYEE'S, DIRECTOR'S AND INDEPENDENT CONTRACTOR'S ROLE AND RESPONSIBILITIES:

Employees, directors and independent contractors also support Corus commitment to maintaining a healthy, respectful and safe workplace, including preventing and addressing Harassment, Discrimination and Violence. Employees, directors and independent contractors are responsible to:

- Understand and uphold their responsibilities under this Policy and applicable legislation;
- Respect and value individual differences in all employees;
- Not engage in offensive, discriminatory, violent or harassing behavior;
- Immediately report any claimed Occurrence of Harassment, Discrimination and Violence in the Workplace, they experience, witness or are informed of, to:
 - o a Manager/reporting person, or
 - to the Ethics and Conduct Office
- Attend and participate in any training or information sessions provided by Corus to prevent or minimize the risks of Harassment, Discrimination and Violence; and
- Co-operate and participate in any investigation conducted by Corus, with the police or other authority as required during any investigation under this Policy. This includes being straightforward, candid and truthful during the investigation process.

MANAGER'S ROLE AND RESPONSIBILITIES:

Managers support Corus' commitment to maintaining a healthy, respectful and safe workplace, including preventing and addressing Harassment, Discrimination and Violence. Managers are responsible to:

- Understand and uphold their responsibilities under this Policy and applicable legislation;
- Respect and value individual differences in all employees;
- Not engage in offensive, discriminatory, violent or harassing behavior;
 - Ensure employees are informed of or trained to:
 - o recognize the potential for Harassment, Discrimination and Violence
 - o follow this Policy and the relevant procedures
 - o respond to incidents of Harassment, Discrimination and Violence appropriately
 - o report and document such incidents to the Ethics and Conduct Office
 - Immediately report any known or reported Occurrence of Harassment, Discrimination and Violence to the Ethics and Conduct Office, including when:
 - o an employee reports an Occurrence they are aware of, witnessed or experienced;
 - a former employee reports an Occurrence within three months (90 days) after they are no longer employed. Note that Occurrences reported after the three-month time period may still be reviewed by Corus in its discretion.
 - o a non-Corus employee reports an Occurrence in relation to a Corus employee





THE ETHICS AND CONDUCT OFFICE'S ROLE AND RESPONSIBILITIES:

The Ethics and Conduct Office, as Corus' Designated Recipient, is responsible to:

- Respond to all Notices of an Occurrence within seven days of receiving the Notice;
- Conduct an initial review of every Notice of Occurrence and determine with the Principal Party if the concerns raised in the Notice of Occurrence may constitute Harassment, Discrimination or Violence and discuss who should be notified;
- Initiate an opportunity for a negotiated resolution with the Principal Party within 45 days after the day on which the Notice is received;
- Provide the Responding party with following information when they are contacted about the Notice:
 - That they have been identified as a Responding Party in an Occurrence;
 - how to access this Policy;
 - \circ $\,$ each step of the resolution process including discussing when the Responding Party is advised; and
 - o that they may have a support person/representative during the resolution process
- Allow the Principal and Responding Party the option of participating in conciliation if they both agree to participate in conciliation;
- Jointly develop a list of investigators to conduct investigations with the Safety Policy Committee;
- Manage and facilitate the resolution process, including:
 - Ensure employee concerns are heard and considered by making reasonable efforts to resolve an Occurrence;
 - Ensure that all Occurrences are dealt with consistently and fairly;
 - For any investigation:
 - Provide the Principal Party and Responding Party with Notice that an investigation is to be carried out if an investigation is requested by the Principal Party;
 - Ensure the investigator communicates to the parties that not in a conflict of interest with respect to the Occurrence;
 - Select the investigator from a pre-approved list and provide the investigator with all information that is relevant to the investigation;
 - Ensure that the investigator selected for an investigation possesses the necessary knowledge, training and experience; and
 - If a special process pursuant to a collective agreement is required, it is followed.
- Provide monthly status updates to the Principal and Responding Party on the status of the investigation and/or resolution process, unless this duty is delegated to the investigator.
- Communicate the results of the investigation, recommend appropriate disciplinary or rehabilitative action if required, maintain records of the investigation, and log a confidential record of the investigative with the People Team.
- Ensure Notices received are resolved under this policy.
- Monitor on an annual basis that resolution recommendations have been implemented and take corrective action, if necessary.





SAFETY POLICY COMMITTEE'S ROLE AND RESPONSIBILITIES:

The Safety Policy Committee has the joint responsibility with the Ethics and Conduct Office to:

- Develop, review and, if necessary, update this Policy;
 - at least every three years; and

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- following any change to an element of this Policy
- Jointly determine a list of investigators to conduct investigations under the resolution process ensuring that the investigator selected for an investigation possesses the necessary knowledge, training and experience.
- Develop, review and, if necessary, update the emergency procedures and the way they are implemented if:
 - an Occurrence poses an immediate danger to the health and safety of an employee; or
 - if there is a threat of an Occurrence
- Develop, review and, if necessary, update the training on Harassment, Discrimination and Violence in the Workplace that is to be provided to all employees in Canada:
 - o at least every three years; and
 - o following any substantive change to an element of this Policy
- *Note:* For each instance where there is disagreement on a matter that is required by this Policy to be jointly done, a record of the final decision in that matter and the reasons for that decision is required.

WORKPLACE COMMITTEE'S ROLE AND RESPONSIBILITIES:

- The Workplace Committee has the joint responsibility with the Ethics and Conduct Office and Management (where appropriate) for any Notice of Occurrence that results in an investigation to determine which of the recommendations set out in the report are to be implemented; and
- To review and, if necessary, update the workplace assessment following the end of the resolution process.
- *Note:* For each instance where Corus and the Workplace Committee are unable to agree a record of the decision taken and the reasons for that decision will be documented.



APPENDIX B IMPORTANT SAFETY AND PREVENTATIVE MEASURES

This Appendix outlines important emergency procedures, safety measures and preventative measures for responding to threats of Violence in the Workplace including partner and family member violence and workplace assessments.

EMERGENCY PROCEDURES

If an Occurrence of Harassment or Violence poses an immediate danger to the health and safety of an employee, or if there is a threat of such an Occurrence, the employee must immediately contact 911 for emergency services (police, fire and ambulance) and then contact their leader. Employees can also contact the Employee Family Assistance Program (EFAP) at English Service: 1.844.880.9142 and French Service: 1.844.880.9143.

If you witness or experience Violence at work or are experiencing an immediate danger:

- Remove yourself from the situation if you can.
- Inform your Manager or seek assistance from a co-worker immediately.
- If your physical security or well-being is threatened, call 911.

If you are dealing with a violent person:

- Stay calm.
- Try to calm the other person or defuse the situation.
- Avoid saying or doing anything that could aggravate the situation.
- Avoid eye contact or sudden movements that could be perceived as threatening.
- Respect the person's personal space.
- Continue the conversation with the person only if the person calms down.
- Tell the person that you understand the reason for their anger.
- If the behaviour persists, end the conversation.
- Politely notify the person that you will leave the work area or ask them to do so as well.
- Notify your Manager or seek assistance from a co-worker immediately.
- If the person refuses to leave the premises and the situation escalates call 911 and contact the Security Office.

If you are dealing with an active shooter:

a) If you Witness an incident involving an active shooter outside the building:

- Stay out of sight (away from windows) and warn colleagues, clients and visitors.
- Leave the area this is at risk.
- When safe to do so, call 911, the Security Office and other building occupants.
- If you cannot evacuate the building safely, lock outside doors and close the blinds and curtains.
- Wait for instructions from first responders.

b) If you Witness an incident involving an active shooter inside the building:

- Stay calm.
- If you can do so safely, leave the area immediately.
- Warn as many others as possible without attracting the attention of the assailant.
- If you can do so safely, call 911 and notify the Security Office and other building occupants.

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Respect and Safety in the Workplace Policy | 13 Last Modified November 15, 2022



- Lock the doors or barricade yourself in a room using furniture.
- Block the windows; close the office blinds and curtains.
- If the workspace has no door, hide under your desk or where you cannot be seen.
- If you are in a washroom, remain there if safe to do so.
- Silence your cellphone, turn off radios and computers.
- If you cannot escape, remain silent and hide until first responders arrive.
- Wait for instructions from first responders.

If you are dealing with a Bomb Threat:

If you are made aware of a bomb threat by telephone:

- Listen to the caller calmly and do not interrupt them.
- Try to get as much information as possible, such as:
 - when the bomb is supposed to explode;
 - where the bomb is located;
 - description of the device;
 - o reason for the call/motivation for the threat; and,
 - telephone number on the display screen (if possible)
- Remember any details you can about the caller, such as:
 - approximate age;
 - apparent gender;
 - distinguishing vocal characteristics or patterns of speech;
 - level of nervousness; and,
 - o any background noise
- Call 911 and inform your Manager and the Security Office.
- Remain available to provide information to first responders.

If you are made aware of a bomb threat by email:

- Save the email (or letter); and,
- Send it immediately to the Security Office.

If a bomb alert is activated (i.e., over intercom):

- Visually inspect your immediate work area including:
 - wastepaper baskets;
 - storage areas;
 - o dislodged suspended ceiling panels;
 - o furniture that has been moved; and,
 - o closets
- Inform your Manager of the results of your search.
- If you find a suspicious package, do not touch it and inform the Security Office immediately.
- Do not evacuate the building until the security services authorize you to do so.

DISCLOSURE OF RISK OF VIOLENT BEHAVIOUR

Information will be provided to an employee if that employee is expected to encounter a person with a history of violent behaviour of which Corus is aware. Others working on Corus premises will be provided the same information as required. Corus will only disclose such information as is reasonably necessary in order to protect employees from workplace violence.





SUPPORT FOR 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 a People Team Member, the Ethics and Conduct Office, 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.

Examples of Partner / Family Member Violence include:

- Threats over the phone, by email, or through other medium, including from an (ex)partner or family member.
- Domestic Violence or threats against an employee where there is the possibility that the other Party will seek out the employee at the Workplace. Domestic Violence describes a range of behaviours or actions taken by a person to control and dominate another person and is characterized by abusive, coercive, forceful, or threatening acts or words used by one member of a family, household, or intimate relationship against another.

Corus will take every precaution reasonable in the circumstances for the Workplace protection of any employee who is the victim of such Violence.

WORKPLACE ASSESSMENT AND FACTORS THAT CONTRIBUTE TO WORKPLACE HARASSMENT AND VIOLENCE

In accordance with applicable legal requirements, in order to minimize Harassment and Violence in the Workplace, Corus has completed workplace harassment and violence risk assessments that consist of the identification of risk and the development and implementation of preventive measures, which will be at a minimum reviewed every three years, or sooner, to take into account certain Notices of Occurrences, a change to workplace risk factors or changes which might impact the effectiveness of preventative measures. Corus' Safety Policy Committee will be involved in the assessments.

There are a number of factors that can contribute to Workplace Harassment and Violence. These factors can be divided into the following general categories:

- work environment,
- job factors;
- and other external factors

The workplace assessment identifies internal and external risk factors using the above categories to identify these risks.

PREVENTATIVE MEASURES

Corus is committed to ensuring appropriate preventative measures are in place to effectively manage and avoid the risk of Harassment, Discrimination and Violence in the Workplace. Corus, in coordination with the Safety Policy Committee, 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.





APPENDIX C: FAQS

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outlining a general description of the Occurrence, their conclusion a recommendation to eliminate or minimize the risk of a similar Occurr required by regulation (the "Investigator's Report"). A copy of the Invest Report will be provided to Management, the Principal Party, the Res Party, the Ethics and Conduct Office, the People Team and the Wo		
Committee.		Upon completion of the investigation, the investigator will provide a report outlining a general description of the Occurrence, their conclusion and their recommendation to eliminate or minimize the risk of a similar Occurrence as required by regulation (the " Investigator's Report "). A copy of the Investigator's Report will be provided to Management, the Principal Party, the Responding Party, the Ethics and Conduct Office, the People Team and the Workplace Committee.



What happens at the end of the investigation?	The Ethics and Conduct Office with the support of the People Team and Management may recommend and implement interim measures for the parties or Workplace that are necessary during the investigation process (including leaves of absence of the parties). Such leave is not to be interpreted as an accusation or a conclusion of guilt or innocence of any person, including the person on leave. The Ethics and Conduct Office, in consultation with Management, the People Team, and the Workplace Committee will jointly determine which of the recommendations in the Investigator's Report are to be implemented. Other recommendations may also be considered depending on the outcome of the investigation. The Ethics and Conduct Office will communicate the results of the investigation to the parties and any recommendations that do not breach individual confidentiality or privacy of a party. Witnesses are not advised of the results of an investigation.
What are possible outcomes following an investigation?	 Disciplinary and rehabilitative action may include one or more of the following: a formal apology; counselling and/or attendance at educational seminars; a written warning delivered to the person and placed in that person's employment file; a change of work assignment of the person who engaged in Harassment, Discrimination and/or Violence or who failed to exercise their responsibilities under this Policy; the suspension with or without pay; or termination for cause
	In all cases where discipline or rehabilitative action is warranted, the Ethics and Conduct Office, the People Team, and Management are responsible for taking all reasonable measures to ensure that there is no retaliatory behaviour. Disciplinary action that involves suspension or termination from Corus will be recommended by the Ethics and Conduct Office in consultation with the appropriate business area VP, the VP, People and Culture and EVP, People and Communications, as appropriate. All disciplinary action taken is confidential and only shared with the Manager, Management and the People Team in order to implement and monitor the action(s) taken.
What other recourses do I have?	The duty to report an Occurrence does not prevent you from pursuing other processes available by law, such as under the <i>Criminal Code</i> or speaking to the Police and under the <i>Canadian Human Rights Act</i> with the Canadian Human Rights Commission. Union members may speak to their Union. Any legal limitation period will apply to other processes available by law.