

SECTION: Human Resources

SUBJECT: Respectful Workplace Policy

Issue / Revise Date: March 16, 2016

Effective Date: April 1, 2016

1.0 POLICY

SaskPower is committed to providing its employees with a respectful workplace free of harassment and other objectionable conduct. SaskPower will take every reasonable measure to ensure that employees are not exposed to harassment/objectionable conduct with respect to any matter or circumstance arising out of their employment.

All concerns raised shall be taken seriously and will be addressed in a timely manner. Personnel that file a formal complaint under the Respectful Workplace Policy shall not be subject to any form of retaliation as a result of filing the complaint provided that the complaint is not knowingly false or intentionally malicious.

SaskPower views knowingly false or intentionally malicious accusations and/or retaliation as attempts to undermine the expressed purpose of this policy and procedure. SaskPower employees engaging in such actions may be subject to disciplinary action up to and including termination.

2.0 PURPOSE

The Respectful Workplace Policy outlines the expectation of SaskPower's personnel in order to prevent harassment and other objectionable conduct in the workplace. SaskPower will provide guidelines in order to address workplace conflict, harassment and other objectionable behaviour as quickly and effectively as possible.

3.0 APPLICATION

Creating a Respectful Workplace is a responsibility shared by all SaskPower personnel. SaskPower requires all parties to support an effective and harmonious working environment. Consequently, 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.

4.0 ROLES AND RESPONSIBILITIES

4.1. SaskPower Shall

- Ensure, insofar as is reasonably practicable, that employees are not exposed to harassment or other objectionable conduct with respect to any circumstance arising out of their employment. This may include harassment or other objectionable conduct that occurs outside of regular work or work hours such as through social media, at social events or conferences, or is effected by a customer, client or contractor;
- Make every reasonable attempt to resolve, in a timely manner, any concerns involving conflict, harassment or other forms of objectionable conduct;
- Ensure personnel are orientated and remain current on this policy and on how to demonstrate respectful conduct, address inappropriate behaviour, and handle complaints;
- Demonstrate and promote co-operation.
- Provide opportunities for open and clear communication;
- Demonstrate leadership in conflict management; and,
- Provide support to employees dealing with conflict in the workplace.

4.2. Employees Shall

- Ensure appropriate conduct in the workplace;
- Refrain from causing or participating in the harassment or other objectionable treatment of another worker;
- Be clear and open in communication if they feel that the conduct of another employee is not appropriate; and,
- Co-operate with Respectful Workplace investigations as required.

5.0 REFERENCES

Respectful Workplace Procedure (2016)

Occupational Health & Safety Regulations (1996)

Saskatchewan Employment Act (2014)

Saskatchewan Human Rights Code (1979)

SaskPower Corrective Discipline Policy (2016)

SaskPower Code of Conduct (2013)