

# RESPECTFUL WORKPLACE POLICY

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| <b>Division</b>           | People, Safety, Corporate & Indigenous Relations |
| <b>Policy Title</b>       | Respectful Workplace Policy                      |
| <b>Issue Date</b>         | October 1, 2024                                  |
| <b>Revision Frequency</b> | 3 Years  |

## POLICY STATEMENT

SaskPower has zero tolerance towards harassment or discrimination in the workplace. Further, SaskPower is committed to providing its employees with a psychologically safe and respectful workplace free from harassment and discrimination. SaskPower will take every reasonable measure to ensure that employees are safe and healthy, and not exposed to harassment or discrimination 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. 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.

The Respectful Workplace Policy outlines the expectation of SaskPower's employees in preventing harassment or discrimination from occurring in the workplace.

Additionally, the Respectful Workplace Policy and process do not prevent or discourage employees from filing a complaint or seeking expert assistance from regulatory authorities.

## APPLICABILITY

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| <b>Applies to:</b> | 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. |
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## REQUIREMENTS

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### 1. HARASSMENT

This policy uses the definition of harassment as set out in *The Saskatchewan Employment Act*.

Any inappropriate conduct, comment, display, action, or gesture by a person:

(i) That either:

- a) Is based on race or perceived race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin, gender identity, or receipt of public assistance; or
- b) subject to subsections (4) and (5) of *The Saskatchewan Employment Act*, 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 intimidated; and
- c) That constitutes a threat to the health or safety of the worker.

(ii) any conduct, comment, display, action, or gesture by a person that:

- a) Is of a sexual nature; and
- b) The person knows or ought reasonably to know is unwelcome.

To constitute harassment, either of the following must be established:

- 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.

Harassment does not include any reasonable action taken by the 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.

**Harassment includes, but is not limited to:**

- verbal or written abuse
- insulting, derogatory or degrading comments, jokes, gestures, or leering
- unwelcomed sexual advances
- unnecessary and unwanted touching
- requests for sexually 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.

**Personal Harassment includes, but is not limited to:**

- Insulting, derogatory or degrading comments, jokes or gestures;
- personal ridicule or malicious gossip;
- malicious or unjustifiable interference with another's work;
- work sabotage;
- refusing to work or co-operate with others; or
- interference with, or vandalism of personal property.

**Harassment is not:**

- 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; or
- General interpersonal conflict or disputes between employees in the workplace which have NOT deteriorated into misconduct under this Policy.

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## **2. DISCRIMINATION**

Discrimination is unfair treatment, decision or action taken against others based on any of the following grounds:

- race or perceived race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, age, nationality, ancestry or place of origin, gender identity, or receipt of public assistance.

The policy does not restrict or inhibit the rights of employees to access other remedies available through the applicable collective bargaining agreements, *The Saskatchewan Employment Act* or *The Saskatchewan Human Rights Code*. These remedies include the right to request the assistance of an occupational health officer to resolve a complaint of harassment or to file a complaint respecting discriminatory practices with the Saskatchewan Human Rights Commission.

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### 3. WORKPLACE VIOLENCE

SaskPower is committed to minimizing and eliminating the risk of workplace violence. Additional information and process regarding workplace violence can be found in SaskPower's *Workplace Violence Policy* and *Workplace Violence Prevention Plan*.

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### 4. ADDRESSING POTENTIAL CONCERNS AND VIOLATIONS

The process for addressing complaints regarding the policy can be found in Appendix A – *Respectful Workplace Complaint Process*.

Complaints should be undertaken with great care because they may result in pain and damage to the Respondent's reputation and disruptions in the workplace. Complaints made frivolously, maliciously, or without factual basis may constitute defamation, and may be considered to be made in bad faith. Such bad faith complaints may result in disciplinary action, up to and including dismissal.

Retaliation against employees making complaints and/or participating in the Respectful Workplace Complaint process will not be tolerated. Any concerns regarding retaliation should be reported immediately.

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### 5. RESPONSIBILITIES:

As an employer, SaskPower is responsible for establishing a Respectful Workplace Policy and making it easily accessible to employees. In addition, employees at various levels of SaskPower have further responsibilities, including:

#### A. Director Responsibilities

- Ensuring the adoption and implementation of this Policy, including the provision of adequate resources for the education, training, etc.

#### B. Manager Responsibilities

- Ensuring that the Policy is applied fairly and consistently and that employees are treated with respect. They will ensure that no employee who seeks assistance will be disadvantaged and that employment rights are safeguarded.
- The effective implementation of the Policy at their respective sites including the briefing of employees, the provision of appropriate education and training resources, and the review of the Policy's application and effectiveness in their areas of responsibility. Managers should engage with Human Resources to accomplish training and briefing of employees.

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- Making every reasonable, practical effort to ensure a harassment and discrimination free workplace.
  - Address concerns brought forward by employees and resolve in a timely manner, with support of Employee Relations as needed.
  - Set an example of appropriate conduct in the workplace, including supporting employees in adhering to the policy.

#### **C. Supervisor Responsibilities**

- Ensuring that the Policy is applied fairly and consistently and that employees are treated with respect.
- Ensure that workers under their direct supervision are not exposed to harassment or violence at their workplace.
- Set an example of appropriate conduct in the workplace, including supporting employees in adhering to the policy.
- Supporting and assisting employees in the resolution of concerns when appropriate.

#### **D. Employee Responsibilities**

- Act in a manner that contributes and maintains a respectful workplace, including taking accountability for their actions and performance.
- Understanding and adhering to the policy, including the completion of assigned training.
- Shall refrain from participating in any form of harassment or discriminatory behaviour in connection with their SaskPower duties.
- Shall work together to resolve concerns and escalate unresolved instances of harassment and/or discriminatory behaviour they may experience or witness.

#### **E. Human Resources Responsibilities**

- Human Resources Business Partners and Employee Relations Specialists are responsible to assist in ensuring the adoption and implementation of this policy, including but not limited to the provision of training, and providing advice and guidance on the application and interpretation of the policy.
- The Director, Employee Relations and Health & Wellness or designate is also responsible for the investigation of formal complaints made under this policy, in accordance with the *Respectful Workplace Complaint Process*.

## **RESOURCES**

## Appendices

Appendix A – Respectful Workplace Complaint Process

Appendix B - Respectful Workplace Complaint Form

## Related Policies and Legislation:

The Saskatchewan Employment Act

Occupational Health and Safety Regulations

Saskatchewan Human Rights Code

SaskPower Code of Conduct

SaskPower Corrective Discipline Policy

SaskPower Workplace Violence Policy

SaskPower Workplace Violence Prevention Plan

## OWNERSHIP & INQUIRIES

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| <b>Business Department</b> | <b>People, Safety, Indigenous and Corporate Relations</b>          |
| <b>Contact Person</b>      | Crystal Lawrek, Director, Employee Relations and Health & Wellness |
| <b>Approved by</b>         | Board of Directors   |
| <b>Date</b>                | 9/12/2024  |
| <b>Contact Information</b> | Employee Relations, 7th Floor, Head Office                         |

## Document History

| Revised by     | Revision Purpose   | Date               |
|----------------|--|--------------------|
| Crystal Lawrek | General Updates, inclusion of responsibilities, and addition of Appendix for complaint process | September 12, 2024 |