

HARASSMENT AND VIOLENCE PREVENTION POLICY

1.0 Statement of Belief

Ag Growth International Inc. (the "Employer") believes every worker is entitled to a workplace free of abusive conduct, harassment and violence. Any act of abusive conduct, harassment or violence committed by or against a worker or member of the public is unacceptable and will not be tolerated. Any worker engaging in abusive conduct, harassment or violence will be subject to a range of disciplinary procedures up to and including dismissal. Similarly, management personnel who are aware of abusive conduct, harassment or violence that is occurring but who fail to take appropriate action may be subject to discipline, up to and including termination for cause.

The Employer is committed to:

- a. ensuring, so far as is reasonably practicable, that no worker is subjected to abusive conduct, harassment or violence in the workplace;
- b. taking corrective action respecting any person under the Employer's direction who subjects a worker to abusive conduct, harassment or violence;
- c. treating reports as confidential to the extent possible while allowing for proper investigation; and
- d. ensuring that the abusive conduct, harassment and violence prevention policy is not intended to discourage or prevent any complainant from exercising any other legal right he or she may have pursuant to any other law.

2.0 Purpose

The purposes of this policy are:

- a. to maintain a working environment that is free from abusive conduct, harassment and violence;
- b. to alert employees to the fact that abusive conduct, harassment and violence in the workplace are in violation of Employer policy and may be offences under the law and that corrective action will be imposed;
- c. to set out the types of behaviour that may be considered offensive and unacceptable;
- d. to establish a mechanism for receiving reports and to provide for investigation of such reports;
- e. to encourage employees subjected to abusive conduct, harassment or violence in the workplace, to access any assistance they may require to make a report;
- f. to ensure employees are advised of available recourse if they are subjected to, or become aware of, situations involving abusive conduct, harassment or violence; and
- g. to provide an example of the steps a responsible employer can take towards maintaining a working environment in which all who work there treat each other with mutual respect; and
- h. to outline controls and procedures should an instance of violence occur in the workplace.



3.0 Process

This policy was developed in conjunction with the Employer's workplace safety and health committee and shall remain posted in the workplace and on the Employer's website.

4.0 Application

This abusive conduct, harassment and violence policy applies to all employees, customers, clients, and guests of the Employer. For the purposes of this policy, the types of behaviour which constitute abusive conduct, harassment or violence means any such conduct which occurs:

- a. in the working environment; or
- b. anywhere else as a result of employment responsibilities or the employment relationship.

It includes but is not limited to abusive conduct, harassment or violence at or outside the workplace, at workplace-related social functions, in the course of work assignments outside the workplace, at work-related conferences or training sessions, during work-related travel and over the telephone, by email or other electronic means of communication.

4.2 Retaliation

For the purposes of this policy, retaliation against an individual for having:

- a. invoked this policy (whether on behalf of oneself or another individual);
- b. participated or cooperated in any investigation under this policy; or
- c. been associated with a person who has invoked this policy or participated in these procedures,

is prohibited. Retaliation may occur against a Reporter, as defined in Article 5.0 herein, for having invoked the policy or against individuals who take part in an investigation. In cases where the Respondent, as defined in Article 5.0 herein, has, in addition, retaliated against the Reporter, more severe disciplinary action will be taken than in the case of abusive conduct, harassment or violence alone.

4.3 Additional Action

In addition to any complaint filed under this policy, a worker has the right to exercise any legal right that person has under any other law. A worker has the right to file a complaint with the applicable Human Rights or Equal Employment Opportunity Commission or any provincial, state or local civil rights agency and/or the formal legal system, even when steps are being taken under this policy.

5.0 Definitions

"abusive conduct" includes violent or threatening physical or verbal outburst or abuse; disparaging or derogatory comments or actions which undermine, demean, belittle or humiliate an individual based on any protected status as defined below; and yelling, screaming, swearing or similar behaviour aimed at or having the effect of bullying, intimidating, frightening, coercing or offending those at whom it is directed. Such behaviour may occur as an abuse of



authority. It may also occur among peers.

“conduct” includes a written or verbal comment, a physical act or gesture or a display, or any combination of them.

“harassment” is conduct that disparages or shows hostility or aggression toward another individual based on any protected status and has the purpose or effect of creating an intimidating, hostile or offensive work environment; has the purpose or effect of unreasonably interfering with an individual’s work performance; is objectionable and creates a risk to the health of the individual; is severe and adversely affects an individual’s psychological or physical well-being; or otherwise adversely affects an individual’s employment opportunities. Harassment includes sexual harassment as defined below.

The reasonable exercise of supervisory and management responsibilities in the direction of workers or the workplace, including but not limited to coaching, performance reviews, work evaluation and disciplinary action, does not constitute harassment within the meaning of the foregoing definition.

Inappropriate conduct that is harassing in nature is prohibited under this policy whether or not it is based on protected status, and whether or not it rises to the level of legal harassment under applicable law.

“objectionable” is defined as inappropriate conduct based on any protected status, as evaluated from the viewpoint of a reasonable person.

“protected status” is defined as ancestry, including color and race; nationality or national origin; ethnic background or origin; religion or creed, or religious belief, religious association or religious activity; citizenship; age; sex, including pregnancy, the possibility of pregnancy, or circumstances related to pregnancy; sexual orientation; gender identity or expression; political belief, association or activity, marital or family status; physical or mental disability; source of income, social disadvantage, veteran or military status; or any other status or characteristic designated as protected by applicable law.

“Reporter” is a person who makes a report of known or suspected conduct that is in violation of this policy.

“Respondent” is a person against whom a report has been made of known or suspected conduct in violation of this policy.

“severe” is defined as conduct which could reasonably cause a worker to be humiliated or intimidated and is repeated, or in the case of a single occurrence, have a lasting, harmful effect on a worker.

“sexual harassment” includes, but is not limited to, unwelcome sexual advances and requests for sexual favors as well as other conduct of a sexual nature when:

- The submission to or rejection of such conduct is made a condition of the employee’s continued employment, or used as the basis for any employment decisions affecting the employee;
- The conduct is committed by a person who is in a position to confer a benefit on, or deny a benefit to, the recipient of the conduct, if the person committing the conduct knows or ought reasonably to know that it is unwelcome; or
- The conduct, if unwelcome and severe or pervasive, has the purpose or effect of creating an intimidating, hostile or offensive working environment, or unreasonably interferes with an employee’s work environment.

In addition to sexual assaults, unwanted sexual advances and requests for sexual favors, following are examples of types of conduct that, if unwelcome and severe or pervasive, may constitute sexual harassment:



- Sexually suggestive physical contact or behavior such as grabbing, groping, kissing, fondling, rubbing or massaging someone's neck or shoulders, stroking someone's hair, leering, whistling, pinching, brushing against the body, and suggestive or obscene comments or gestures;
- Display in the workplace of sexually suggestive or explicit objects, pictures, posters or cartoons, including, but not limited to, offensive electronic communications or voice-mail messages and accessing pornographic images through the Internet or e-mail;
- Verbal conduct of a sexual nature including foul or obscene language, sexually oriented comments or jokes, comments about a person's sexuality or sexual experience, or any graphic verbal commentary about an individual's body; and
- Hostile actions taken against an individual based on that person's sex, including self-identified or perceived sex, such as verbal abuse, sabotaging the individual's work, or otherwise interfering with the individual's job performance.

"violence" includes:

- a. the attempted or actual exercise of physical force by any person against a worker, in a workplace or in the course of work-related activity, that causes or could cause physical injury to the worker; and/or
- b. a workplace or otherwise work-related statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

For the purposes of clarity, violence may include domestic violence which may enter the workplace but does not include accidental situations.

"worker" for the purposes of this policy, shall mean an employee of the Employer.

"workplace" means any land, premises, location or thing at, upon, in or near which the Employer works. For the purposes of this policy, workplace shall also include anywhere else a worker is located as a result of employment responsibilities, such as workplace-related social functions, work-related conferences or training sessions, during work-related travel and over the telephone, by email or other electronic means of communication.

6.0 Confidentiality

The Employer understands that it is difficult to come forward with a report of workplace abusive conduct, harassment or violence and recognizes a Reporter's interest in keeping the matter confidential. The Employer will not disclose the name of a Reporter or Respondent or the circumstances related to the complaint to any person except where disclosure is:

- a. necessary to investigate the report or take corrective action with respect to the report;
- b. required by law.

Where any personal information is disclosed under Article 6.0, the Employer will only disclose the minimum amount of personal information necessary for the stated purpose.

6.1 Records

All records of reports, including notes and memoranda of meetings, interview, results of investigations and other relevant material will be kept confidential by the Employer, except where disclosure is required as part of the investigation

process, by disciplinary or other remedial processes or there is a legal obligation to disclose. Information will be placed on an individual's personnel file only in the event that the investigation results in disciplinary action, in which case the disciplinary action only will be placed in the disciplined employee's personnel file.

7.0 Employer Responsibilities

The Employer has the responsibility to eliminate or minimize the risk of abusive conduct, harassment and violence in the workplace. To do so the Employer will:

- a. review this policy on an annual basis, at a minimum;
- b. ensure this policy is readily available to all workers, including posting a copy in the workplace and on the Employer's website;
- c. ensure workers are aware of what constitutes abusive conduct, harassment or violence;
- d. conduct hazard risk assessments, implementing measures and procedures to control risks identified therein;
- e. allow for the reporting and investigation of abusive conduct, harassment or violence as outlined in this policy;
- f. provide measures and procedures for summoning immediate assistance, as outlined in this policy and as set out in Appendix "A" attached hereto;
- g. provide adequate information, supervision, direction and instruction to workers in the safe performance of their duties;
- h. provide training to supervisors in meeting their responsibilities under this policy;
- i. take appropriate corrective action for substantiated violations of this policy;
- j. ensure that any prescribed measures and procedures under this policy are followed;
- k. provide assistance and co-operation to a health and safety representative/committee carrying out their functions; and
- l. take every reasonable precaution for the protection of the worker.

8.0 Supervisor Responsibilities

Supervisors have the responsibility to support compliance with this policy, including:

- a. maintaining familiarity with the provisions of this policy;
- b. informing Human Resources of any known or suspected violations of this policy and any reports received under this policy;
- c. responding to questions about this policy, enlisting assistance from Human Resources as needed; and
- d. working with Human Resources to ensure that corrective actions are taken in response to incidents of abusive conduct, harassment and violence.

9.0 Employee Responsibilities

All workers have the responsibility of complying with this policy. In doing so, all workers have the responsibility to:

- a. abide by the terms of this policy, treat each other in accordance with this policy, and speak up if they or someone else is being subjected to abusive conduct, harassment or to violence;
- b. report abusive conduct, harassment and violence to the appropriate person, including concerns that domestic violence may pose a threat to anyone in the workplace;
- c. respect the confidentiality of anyone involved in a report under this policy; and
- d. report actual or potential hazards in the workplace to a supervisor or another appropriate representative of the Employer.

10.0 Complaint Procedures

If a worker wishes to report an incident of abusive conduct, harassment or violence, the following procedures should be followed.

Even where a worker does not wish for any steps to be taken under this policy, in certain circumstances, the Employer may still be required to do so in order to protect a worker.

10.1 Direct Resolution

Where appropriate, a worker who believes that they have been subjected to abusive conduct, harassment or violence is encouraged to take direct action to make their discomfort and/or disapproval known promptly to the individual making the comments or performing the actions. The worker should keep a written record of the date, time and nature of the conversation along with the name of any witnesses who were present.

In the event that the worker takes such steps and the objectionable conduct does not stop, or in the event that the worker is not comfortable directly addressing the person engaged in the inappropriate conduct, the worker may submit a report to seek Company assistance as explained below.

10.2 Making a Report

If the Harassment does not cease or if the Harassment has been such that the Reporter is not comfortable engaging in informal resolution measures, the employee may elect to make a report under this policy. Reports may be made orally or in writing to the Reporter's applicable Human Resource representative. A Company's Human Resource representative may ask that a report made orally be documented by the Reporter in writing to help ensure clarity.

A sample report form is attached hereto as Appendix "B".

In the event that the Reporter is not comfortable reporting a concern through the above noted manner or wishes to remain anonymous, then a report can be filed through AGI's Whistleblower Program. Please refer to AGI's Whistleblower Policy and related protocols for more information.

10.3 Investigation of Reports under this Policy

The Employer will normally ask that a Reporter submit a written statement of concerns the Reporter wishes the Company to address. A written report should provide the complete particulars of the alleged Harassment.

Where a supervisor or other management representative learns of an allegation of Harassment that has not been brought forward by the affected party or parties, the supervisor or management representative should report the information to Human Resources for assistance in follow-up.

When a report is received, the appropriate Employer representative, either alone or in consultation with other Employer representatives, will first determine whether the incident(s) on which the complaint is based could amount to a breach of the policy. If there is a question as to whether such is the case, the appropriate Employer representative may consult with the Reporter to clarify the nature of the issue. If the report does not involve a potential breach of Employer policy it will be addressed, to the extent warranted, through normal management processes.

10.4 Investigation

If the incident(s) referred to in the report could be considered a breach of this policy, the Employer will investigate as appropriate based on the specific allegations involved. Typically, this will involve interviews of the Reporter and the Respondent, as well as relevant witnesses, and review of relevant documents and electronic evidence. Investigations will be handled in a confidential manner to the extent possible while still being appropriately thorough, in accordance with Section 6.0 of this policy.

10.5 Consequences of Substantiated Reports

If investigation substantiates a breach of this policy, management in consultation with Human Resources shall decide on and initiate an appropriate course of action.

Corrective action for the Respondent may include, but is not limited to:

- i. a written reprimand;
- ii. a suspension, with or without pay;
- iii. a transfer, if it is not reasonable for the people involved to continue working together;
- iv. a demotion; and/or
- v. dismissal.

A Reporter whose report is unsubstantiated shall not be disciplined or otherwise retaliated against for making the report except in circumstances where the complaint was made in bad faith such as a knowingly false report. In such circumstances, the Reporter will be subject to corrective action up to and including termination of employment.

10.6 Other Matters

Where warranted, and until a report has been resolved by the Employer, the Employer may take steps such as placing the Respondent on leave status or directing the Respondent to work remotely to avoid the Reporter having to work directly with the Respondent.

Employees who believe they have been subjected to Harassment or any form of threatening or inappropriate conduct may wish to access the Employer's Employee Assistance Program in addition to consulting their health care providers for treatment or referral, if appropriate. Should workers wish to engage Employee Assistance Program services, the number is included within Appendix A of this policy.

A Reporter who has been physically assaulted should consider reporting such assault to the appropriate law enforcement authority at the earliest possible opportunity.

11.0 Immediate Assistance

For incidents where imminent danger or immediate harm is present, occurring or has occurred and has potential for recurrence, immediately advise either your immediate supervisor/ manager, or appropriate authority. If required, contact the applicable local emergency response services, or seek assistance from a designated first responder or Employee Health and Safety personnel.

See Appendix A for emergency contact information guidance.

12.0 Conclusion

The Employer has developed this policy in conjunction with the Employer's workplace safety and health committee because all of its workers have the right to work in an environment free from abusive conduct, harassment and violence. Anyone engaging in abusive conduct, harassment or violence contrary to this policy is subject to discipline up to and including termination of employment.

Appendix "A" - Summoning Immediate Assistance

Should any abusive conduct, violence or harassment occur which would require immediate assistance, **please call 911 or the equivalent local emergency number for emergency police, fire, or ambulance response.**



