

Arkay Contracting Ltd.
Bullying and Harassment Policy

BC Labour Code. Section 13 of BC human Rights code prohibits discrimination in the workplace. WorkSafeBC guideline D3-115-2 requires employers adopt written bullying and harassment policies and procedures and provide worker training.

Reporting and Investigation

- Arkay considers all forms of bullying, harassment and discrimination as zero tolerance behaviours
- Each occurrence will be investigated thoroughly
- Reports can be made verbally or in writing
- Reports can be made to any member of the Arkay management team at the workers discretion
- Reporting incidents are confidential although some information may be shared with investigators to assist with investigatory processes
- Instances that involve multiple people or tradespersons on a hired site, investigations may be conducted in cooperation with hired site personnel

Zero Tolerance and Legal Implications

- Bullying and harassment may result in suspension or termination
- Forms of physical intimidation, sexual harassment, hate speech, or any incident involving minors carries a potential criminal legal implication in addition to being a workplace zero tolerance behaviour
- In addition, Arkay has zero tolerance for: fighting, theft, alcohol or drug use, and intentional property damage. Any Arkay worker who engages in these behaviours is subject to:
 - *Provide a statement of events*
 - *Participate in investigatory processes by hired site/Arkay/RCMP if required*