

Workplace Violence & Harassment Policy



Purpose

C&C Wind Services believes a healthy, safe and respectful workplace free of fear, violence, discrimination, and harassment is a fundamental right of all workplace parties.

Scope

The “Workplace Violence & Harassment Policy” applies to all employees of C&C Wind Energy Services as well as any contracted, or 3rd party sub-contracted workers or vendors working in any capacity for C&C Wind Energy Services.

Definitions

- Workplace Harassment - engaging in a course of vexatious comment or conduct against a worker in a workplace, which is known or ought reasonably to be known as unwelcome.
- Workplace Violence - exercising or attempting to exercise physical force against a worker in a workplace, which causes or could cause physical injury to the worker.

Policy

Training

All employees of C&C Wind Energy Services shall be informed of the violence and harassment policy and procedures through:

- Orientation of newly hired workers,
- Recurring daily tailboard / Safety talks,
- Policies posted on all health and safety boards, and
- Copies of this Policy Agreed to, and signed-by, each worker.

Harassment

C&C Wind Energy Services mandates that all work locations be free from harassment. Mutual respect, cooperation, and understanding must be the basis of interaction among all workers. C&C Wind Energy Services will neither tolerate nor condone behavior that is likely to undermine the dignity or self-esteem of an individual or create an intimidating, hostile, or offensive environment.

Harassment, if left unchecked, can create a feeling of uneasiness, humiliation, and discomfort. It is an expression of perceived power, by the harasser(s), over another person usually concerning one’s age, race, sex, color, creed, marital status, sexual preference, disability, political, or religious affiliation, or place of national origin, over which the victim has little or no control.

Harassment is defined as any unwelcome action, whether verbal or physical, on a single or repeat basis, which humiliates, insults, or degrades the victim. “Unwelcome” or “unwanted” in this context means any action which the harasser(s) knows or should reasonably know is not desired by the victim. Racial harassment includes unwanted

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comments, racial statements, slurs, jokes, racist graffiti, articles, pictures, and posters. Sexual harassment includes any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions, physical contact of any kind, or sexual demands. However, what one person finds offensive, others may not. Usually, harassment can be easily distinguished from normal, mutually acceptable socializing. It is important to remember that it is the perception of the receiver that determines whether the potentially offensive message is acceptable or not, be it spoken, gestural, pictorial, or some other form of communication which may be deemed objectionable or unwelcomed.

The Harassment Policy applies to everyone. All threatening incidents will be investigated and documented by a Manager. Charges of harassment are serious allegations and, if falsely made, could damage the careers of both parties. Therefore, if there is any doubt about whether certain conduct constitutes harassment, he/she should bring that concern to their manager. If an employee is uncomfortable approaching their manager or if the manager is directly involved in the allegations, an alternative channel of reporting would be to initiate a complaint with either a site assigned Health & Safety Rep. or a second level manager.

Violence in the Workplace

C&C Wind Energy Services does not tolerate workplace violence. The goal of this Policy is to promote the safety and wellbeing of all people in our workplace. This Policy requires an immediate response to all reports of violence. All threatening incidents will be investigated and documented by a Manager. It is the responsibility of all employees to report all threatening behavior to management immediately. If appropriate, the company may provide counseling services or referrals for employees. Disciplinary actions may also be taken as follows:

- Verbal Warning
- Written Warning
- Suspension
- Termination

C&C Wind Energy Services provides a variety of services to its customers, many of which are performed on or along people's private property and/or other public areas, potentially creating minor inconveniences. There are those who may react violently, placing workers at risk. In the interest of preserving our safe and healthy workplace we have provided the following information.

What is workplace violence? Workplace violence is not just physical assault but includes any act in which a person is abused, threatened, intimidated, or assaulted in his/her employment. For example:

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- Threatening behavior – such as shaking fists, destroying property, or throwing objects.
- Verbal or written threats – any expression of intent to inflict harm.
- Harassment – any behavior that is designed to trouble or worry the victim or is coercive or fear-inducing (Relates to sexual, religious, or racial harassment).
- Verbal abuse – including swearing, insulting, or condescending language.
- Physical attacks – including hitting, shoving, pushing or kicking the victim, or inciting a dog to attack.

Factors that Increase the Risk - Certain work processes, situations, and interactions can put people at risk from workplace violence. For example:

- Working with or around the public,
- Working alone or in small numbers,
- Working in remote areas,
- Working in areas where there are cultural differences,
- Working during periods of intense change, and
- Time of the day or night.

Procedures

Informal Complaint - informally one can express your feelings to the person harassing you, explaining that their behavior or words are unwelcome, and ask them to stop. Keep a record of dates, times, etc. and any documents or materials related to the incident(s).

Formal Complaint - if informally addressing the harasser(s) doesn't solve the issue, if you feel you cannot speak with the person, feel that he/she won't take you seriously, or you have witnessed harassment of another employee, then:

1. Speak with your Supervisor, Manager, Director of Operations, or someone in the company that you trust and has the authority to address your concern, and
2. Submit, to C&C Wind Energy Services, a written account of the harassment or act of violence including all documentation, dates, etc.
3. Investigation - C&C Wind Energy Services will immediately investigate allegations of harassment or violence using an objective manner, ensuring as much confidentiality as possible. Any complainant has the right not to proceed, or withdraw a complaint at any time.

Responsibilities

Employees – All employees and sub-contractors are required to adhere to this policy and to maintain a work environment that is free of either direct or perceived violence

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and/or harassment. Any instances involving violence or harassment of any kind shall be reported to management for appropriate investigation.

Management – Management will take all necessary precautions in order to promote an environment that is free of harassment and violence. Management will take all reports or allegations of such in a serious manner and investigate appropriately and fairly. Appropriate escalation procedures will be followed and applied based on the outcomes of any investigation.