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|  | <b>WESTERN MILLCRAFT INC.</b><br>12506 – 128 STREET<br>EDMONTON, AB, T5L 1C8                                       | Effective Date:<br>1 OCTOBER, 2011 | Revised by: JFK                 |
|   | <b>OCCUPATIONAL HEALTH &amp; SAFETY MANUAL</b><br><b>COMPANY RULES AND REGULATIONS</b><br><b>HARASSMENT POLICY</b> | Page 1 of 1                        | HSE: 5.24: 8.23<br>Revision: 00 |

**HARASSMENT POLICY:**

Western Millcraft Inc. takes harassment very seriously and strives to provide its employees with a work environment in which all employees are treated with respect and dignity. Each employee has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment.

Western Millcraft Inc. prohibits any and all sexual harassment and harassment because of age, race, sex, religion, national origin, disability, or any other status protected by state or local law. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, religion, disability, or any other legally protected characteristic will not be tolerated. Prohibited behavior includes but is not limited to the following:

- a) Written form, such as cartoons, E-mails, posters, drawings, calendars, notes, letters or photographs
- a) Verbal forms such as epithets, derogatory comments, slurs, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates
- b) Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body, blocking an individual's movements or assault

This policy applies to all employees, subcontractors and their employees and is extended to any person that a Western Millcraft Inc. employee may deal with. All Western Millcraft Inc. employees are responsible for making sure that they are not involved in any form of harassment, and if they witness harassment, to stop it and inform their supervisor immediately.

Any harassment incidents brought to Western Millcraft Inc. management's attention will not be taken lightly. Western Millcraft Inc. will immediately investigate the harassment incident thoroughly and the appropriate action will be taken.

The steps of enforcement are:

- Verbal Warning
- Written Warning
- Suspension and/or
- Dismissal

Any measure or combination of measures deemed appropriate to the circumstance can and will be used.

Any individuals who do not fulfill their safety responsibilities will become accountable for any problems their negligence creates and may be liable under the law.

Signed: \_\_\_\_\_

Date: 1 OCTOBER, 2011

GREG CLARK  
 WESTERN MILLCRAFT INC.

The Information in this policy does not take precedence over the OH&S Act, Regulation, Codes, or applicable Government Legislation