

# Workplace Violence & Harassment Prevention Standard

**Owner: Director, Strategic HR Partnerships**

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## Purpose

Cenovus is committed to providing an environment free of discrimination, harassment and violence, where all individuals are treated with respect. This Standard summarizes Cenovus's commitment to protecting the health and safety of our workplace.

## Scope

This Standard applies to all workers performing work for Cenovus Energy Inc. and its subsidiaries (collectively "Cenovus") or those workers who are engaged in activities related to Cenovus's business, whether on or off company premises (working at a Cenovus office, remotely or field site), including formal and informal company social functions, conferences, training, business travel and client-related events. This Standard also applies to written and electronic communications including video platforms, emails, text messages or chat, media and social networking/website content.

Suppliers are expected to develop and enforce policies consistent with this Standard that apply to their workers and subcontractors providing services to or on behalf of Cenovus.

## Roles and responsibilities

### Supervisors

- Understand and adhere to this Standard and other related Cenovus policies and standards.
- Understand what constitutes harassment, discrimination and violence and how to identify it in the workplace.
- Report/escalate any allegations of a breach of this Standard to the Investigations Committee for further handling/investigation.
- Adhere to the principles of privacy and confidentiality, with respect to any allegation reported or any investigation except where disclosure is necessary for the purpose of reporting a complaint.
- Provide appropriate support to affected workers.
- Understand how to identify and deal with hostile or violent situations, including when to involve Cenovus security, understanding the Emergency Response Plan, and supporting appropriate awareness and training as it relates to this Standard.
- Report retaliation (alleged or observed) with respect to those who make complaints under this Standard to the Investigations Committee.
- Communicate workplace expectations to their employees in relation to this Standard.

### HR Business Partners

- Understand and adhere to this Standard and related Cenovus policies and standards.
- Support workers with objectivity, sensitivity and confidentiality throughout the review and/or any investigation.
- Report/escalate any allegations of a breach of this Standard to the Investigations Committee for

further handling/investigation.

- Maintain privacy and confidentiality regarding any harassment, discrimination or violence allegations received, except where disclosure is necessary for the purposes of reporting a complaint.
- Support those who participate in the complaint resolution process and remain objective.
- Report retaliation (alleged or observed) with respect to those who make complaints under this Standard to the Investigations Committee.
- Support the supervisor's role in identifying, handling and escalating concerns.
- In the case of contractor-related claims, the Contract Labour Office may notify or engage vendors as required.

### Joint Health & Safety Committees

- Understand and adhere to this Standard and related Cenovus policies and standards.
- Report/escalate any allegations under this Standard to the HR Business Partner and/or the Investigations Committee.
- Adhere to the principles of privacy and confidentiality, with respect to any allegation reported or any investigation except where disclosure is necessary for the purposes of investigating a complaint.
- Provide feedback on the Standard as issues arise.

### Workers

- Understand and adhere to this Standard and related Cenovus policies and standards.
- Report any allegations under this Standard to their Supervisor, HR Business Partner, the Integrity Helpline and/or the Investigations Committee.
- Actively engage in and cooperate in the investigation process when they have been identified as having potentially relevant information.
- Maintain privacy and confidentiality with respect to any allegation reported or investigation to the extent possible, except where disclosure is necessary for the purposes of investigating the complaint.

## Standard statements

All workers have a shared responsibility to act respectfully, in accordance with the requirements of this Standard.

Any form or act of workplace discrimination, harassment or violence as outlined in this Standard is unacceptable and will not be tolerated. Workers are expected to:

- Foster a culture and environment that is free from discrimination, harassment and workplace violence including actively leading by example, escalating and reporting incidents for further handling in accordance with the reporting protocols and Investigations Standard.
- Not engage in discrimination, harassment, or workplace violence and treat each other with respect.

## Workplace harassment and discrimination

Harassment includes any single or repeated incident(s) of unwelcome or objectionable conduct, comment or action by a person, whether intentional or not, that the person knew or reasonably ought to have known would cause a person to be humiliated or intimidated. Harassment includes bullying and sexual harassment occurring online, in person or via written or electronic communication. Discrimination includes the prejudicial treatment of an individual or group based on protected grounds.

Harassment and discrimination include but are not limited to conduct, comments, decisions or actions based on protected grounds identified under the applicable human rights legislation, which may include:

- Age
- Ancestry
- Colour
- Family status
- Gender

- Gender expression
- Gender identity
- Marital status
- Mental/physical disability
- Place of origin
- Race
- Religious beliefs
- Sex
- Sexual orientation
- Source of income
- Or any other status protected by applicable law

### Identifying workplace harassment

Workplace harassment can take many forms, which may include:

- Insults, name-calling and offensive language and gestures (belittling).
- Inappropriate jokes.
- Unwelcome remarks or comments of a racial nature.
- Intimidating, coercive or threatening actions or behaviour.
- Inappropriate comments about a person's appearance, unwelcome sexual advances, intrusive questions or comments of a sexual nature or regarding gender, gender identity, gender expression or sexual orientation.
- Offensive images or literature.
- Deliberate exclusion from social events or day-to-day workplace activities.
- Abuse of power by someone in authority.
- Incitement of others to commit harassment.
- Any form of bullying, including electronic bullying (such as using social networking sites to post derogatory messages, videos or images).
- Spreading rumors or gossip, including without limitation speculating about someone's sexual orientation or gender identity.

### What is not workplace harassment

Workplace harassment excludes any reasonable action taken by an employer or supervisor relating to the management of workers, such as performance reviews, direction, counseling, and disciplinary action where necessary, provided they are conducted in a respectful, professional manner and in accordance with Cenovus policies, standards and procedures.

### Workplace discrimination

Cenovus expects that all workers refrain from discrimination while engaged in Cenovus work, on Cenovus premises and worksites, or in any other interactions with Cenovus employees or other workers.

For additional details on Cenovus's expectations with respect to discriminatory conduct in the workplace in the United States, please see the Equal Employment Opportunity, Sexual and Other Unlawful Harassment, Disability and Accommodation and Religious Accommodation policy documents and applicable legislation.

Nothing in this Standard is intended to alter the scope and application of human rights legislation, or any other applicable legislation.

### Workplace violence

Workplace violence, whether at a work site or work-related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

## Identifying workplace violence

Examples of workplace violence may include:

- Domestic or sexual violence that becomes a workplace hazard and/or occurs in the workplace.
- Threatening behaviour such as shaking fists, destroying property, uttering threats, or throwing objects.
- Verbal or written threats (any expression of intent to cause harm).
- Physical attacks or assaults such as hitting, shoving, slapping, pushing or kicking.
- Use of technology to intimidate or induce fear of personal safety (e.g. stalking).

## Reporting

Workers are expected to report workplace discrimination, harassment and violence they experience or observe in the workplace. Reporting should follow the steps outlined in the Workplace Violence & Harassment Prevention Process (reporting process) and/or the grievance process where employees are covered by a collective agreement. If a complainant feels comfortable, they are encouraged to first attempt to deal directly with the person, informing them that their behaviour is unwanted, inappropriate and ask them to stop. Keep a record of the incident(s) experienced with details that would include date(s) of event(s), location(s), what happened, behaviour(s), witnesses and effects.

In a workplace violence situation or where someone's physical security may be threatened, Enterprise Security or site-security should be contacted immediately.

This Standard and resources referenced herein are not intended to discourage or prevent a worker from contacting relevant authorities or exercising any legal rights pursuant to any law, including human rights laws.

## Retaliation

Retaliation against anyone who makes a complaint under this Standard, or who has co-operated with or participated in an investigation, is deemed a violation of the Standard. Retaliation does not include corrective action or removal from the workplace arising out of a bad faith complaint.

## Compliance and enforcement

### Monitoring

Human Resources is responsible for monitoring compliance with this Standard through periodic review and assessments.

### Consequences of non-compliance

All allegations reported under this Standard will be reviewed by the Investigations Committee and/or Human Resources and where appropriate, investigated.

Anyone found in violation of this Standard may face disciplinary action up to and including termination of employment or services.

Workers who threaten others, exhibit threatening behaviours or engage in violence on Cenovus premises may be removed from site and/or have their virtual access suspended. Workers removed from site and/or having their access suspended may also be suspended from re-entering Company premises pending the outcome of an incident investigation.

Filing a known malicious false complaint or acts of retaliation against complainants or witnesses will not be tolerated and will be subject to disciplinary action up to and including termination of employment or services.

## Privacy and confidentiality

In keeping with this Standard, Cenovus has a process to escalate allegations relating to the issue of workplace discrimination, harassment and violence. Details are kept confidential to the extent possible, except as required to review the complaint, to inform workers of a specific or general threat of violence or potential violence, or as required by law.

## References

Additional information and training are available through Cenovus's learning portals for this Standard.

## Support

- Supervisors
- HR Business Partners
- Integrity Helpline
- Investigations Committee
- Employee and Family Assistance Program (EFAP)
- Joint Health & Safety Committee (JHSC)
- A member of Employment Legal
- Contract Labour Office

## Related policies and standards

- Acceptable Use of Information Technology Standard
- Code of Business Conduct & Ethics
- Human Rights Policy
- Investigations Standard
- Privacy Policy
- Employee Privacy Standard
- Social Media Standard
- Work Health Standard
- Workplace Violence & Harassment Prevention Process

## Glossary

See the Corporate Glossary for full list of company definitions.

**Company/Cenovus premises:** Includes, but is not necessarily restricted to, all land, property, structures, installations, vehicles, and equipment owned, leased, rented, operated or otherwise directly controlled by Cenovus for conducting company business.

**Workers:** All people working on company premises, including union and non-union employees, contractors and supplier/service provider personnel.