



Financial Management System Zero Tolerance Policy

The Company has a "Zero Tolerance" Policy (the "Policy") for offensive harassment or improper conduct or actions both onsite and offsite Company property.

The Policy covers actions by or towards Directors, employees, contractors, and volunteers and includes actions in any situation involving the work relationship both onsite and offsite (e.g., meetings offsite, office parties): Harassment is defined as any unwanted physical or verbal conduct that offends or humiliates the recipient, that interferes with their ability to work and learn or leads to adverse job-related consequences, and that any reasonable person ought to have known would be unwelcome.

It does not include the legitimate exercise of supervisory authority regarding performance reviews, work evaluations, or valid disciplinary measures.

It may include direct or implied threats of firing, loss of promotion or loss of pay raise, or may create an intimidating, hostile, or offensive work setting.

Examples of harassment include, but are not limited to, racial or sexual slurs, name calling, racist or sexist jokes, negative stereotyping, physical assault, bullying, threats, demeaning pictures, posters and graffiti. Harassment includes the following categories of behavior, whether the behavior occurs once or many times:

- a) Discriminatory behavior Discrimination refers to treating people differently, negatively, or adversely because of one or more of the following prohibited grounds of discrimination: race, color, ancestry, place of origin, political belief, religion, age, sex, sexual orientation, marital status, family status, physical or mental disability, or pardoned criminal conviction.
- b) Personal harassment Personal harassment includes objectionable conduct, comment, or display made on either a one-time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment on the part of the recipient. It may or may not be linked to discriminatory behavior.
- c) Sexual harassment Sexual harassment refers to any conduct, comment, gesture, or contact of a sexual nature, whether on a one-time basis or a series of incidents, that might reasonably be expected to cause offence or humiliation or that might reasonably be perceived as placing a condition of a sexual nature on employment, an opportunity for training or promotion, receipt of services, or a contract.

Examples of behavior that can constitute sexual harassment include, but are not limited to:

- o unwanted touching, patting or leering
- o sexual assault
- o inquiries or comments about a person's sex life
- o telephone calls with sexual overtones
- o gender-based insults or jokes causing embarrassment or humiliation
- o repeated unwanted social or sexual invitations
- o inappropriate or unwelcome focus/comments on a person's physical attributes or appearance

d) Bullying consists of behavior to attack and diminish another by subjecting the recipient to unjustified criticism and trivial fault-finding, humiliating the recipient (especially in front of others), and/or ignoring, overruling, isolating and excluding the recipient. If from a superior, bullying may include setting up the recipient for failure by setting unrealistic

goals or deadlines or denying necessary information and resources; either overloading the recipient with work or taking all work away (sometimes replacing proper work with demeaning jobs); or increasing responsibility while removing authority.

e) Abuse of authority Abuse of authority refers to an individual improperly using the power and authority inherent in a position to endanger a person's job, undermine the performance of that job, threaten the person's economic livelihood, or in any way interfere with or influence a person's career. It is the exercise of authority in a manner that serves no legitimate work purpose and ought reasonably to be known to be inappropriate. Examples of abuse of authority include, but are not limited to, such acts or misuse of power as intimidation, threats, blackmail, or coercion.

f) Poisoned work environment A poisoned work environment is characterized by an activity or behavior, not necessarily directed at anyone in particular, that creates a hostile or offensive workplace. Examples of a poisoned work environment include but are not limited to: graffiti, sexual, racial or religious insults or jokes, abusive treatment of an employee, and the display of pornographic or other offensive material.

ACKNOWLEDGEMENT AND RECEIPT

I acknowledge that I have received and read the ZERO TOLERANCE POLICY. I agree to follow the rules and standards in the ZERO TOLERANCE POLICY.

I have read and understand the above statement.

Employee (or applicable person) Signature: _____

Print Name: _____

Date: _____