



## Workplace Violence & Harassment Prevention Policy

Meridian 60 Offshore recognizes workplace violence and harassment as an occupational health and safety hazard that has the potential for both physical and emotional harm. Meridian 60 Offshore believes in the prevention of violence and harassment and promotes an abuse-free environment in which all people respect one another and work together to achieve common goals. Any act of violence or harassment committed by or against any worker is unacceptable conduct and will not be tolerated.

Discrimination is the refusal to employ or continue to employ, or to intentionally or unintentionally deny a right, benefit or opportunity on the basis of an actual or perceived prohibited ground of discrimination as outlined in the provincial Human Rights Act. Discrimination imposes burdens, obligations, or disadvantages on an individual or group not imposed upon others.

The provincial Human Rights Act protects everyone within provincial jurisdiction from harassment and other forms of discrimination on their race, colour, nationality, ethnic origin, social origin, religious creed, religion, age, disability, disfigurement, sex, sexual orientation, gender identity, gender expression, marital status, family status, source of income and political opinion.

Acts of harassment and violence can take the form of physical contact or non-physical behaviors. Abuse in any form is a hurtful practice that erodes mutual trust and confidence which are essential to the operational effectiveness of the company.

Meridian 60 Offshore has defined Workplace Violence to include any act in which a person is abused, threatened, intimidated or assaulted in his or her employment. This would include threatening behavior, verbal or written threats, harassment, sexual harassment, verbal abuse, physical attacks or attempted physical attacks.

Meridian 60 Offshore is committed to the identification and reduction of potential risks of violence and harassment. To this end, the company will conduct workplace violence risk assessments, develop procedures and strategies to eliminate or reduce the risk, investigate any reports of workplace violence in a prompt and confidential manner and take corrective actions where necessary. Managers will ensure that employees are made aware of the Harassment and Violence Prevention Program, their roles and responsibilities as well as reporting procedures.

As Meridian 60 Offshore makes every effort to avoid and remove all forms of workplace violence and harassment from the workplace, it is incumbent upon you, as an employee, to strive to also meet this goal. You have a responsibility to keep your workplace a healthy place to work.

If you are a victim of workplace violence you should avail of the following reporting procedure.

**Step 1** *You should make your objection known to the offender at the time. It is important to let the person know what s/he is doing is unacceptable. Should you feel uncomfortable speaking with the harasser, you*



*should approach your supervisor, who can act as a go between on your behalf. Should the offending behaviour cease the incident will then be considered settled and as such closed.*

**Step 2** *You are always encouraged to approach your supervisor or the HSEQ Manager regarding issues of any type of workplace violence. It is recognized that on occasion you may be uncomfortable, or feel it inappropriate to discuss the matter directly with your immediate supervisor. In such a situation, you should discuss the matter with the HSEQ Manager. Please note that the strictest confidence will be used in hearing and investigating such a report.*

**Step 3** *If the matter is not resolved at the supervisory level, you should discuss the concern directly with the HSEQ Manager. The HSEQ Manager may address the issue personally or designate an appropriate person within the organization to meet with you to assess the report and determine what further action needs to be taken. At this stage review of an allegation may require that the HSEQ Manager meet with the alleged offender.*

*The details of any meetings with the victim and the alleged offender will be documented. If, as a result of these meetings, the matter is resolved to all parties' satisfaction then the investigation procedure will end. All documentation will remain in the possession of the HR Department for a period of 5 years after which time it will be destroyed.*

**Step 4** *If the matter is not resolved at this point, the victim can file a formal report by submitting a Accident/Incident Report form to the HSEQ Manager giving details of the alleged violence including dates, times, places, names of individuals involved in the incidents and names of witnesses. If the Manager of HSEQ decides there is sufficient evidence of workplace violence to warrant further inquiry, the statement will be forwarded to an internal neutral investigator.*

*Every worker has the right to report workplace harassment to their provincial Human Rights Commission within 12 months of a workplace harassment incident.*

*For more information on workplace violence and harassment and the provincial Human Rights Commissions please see KDP4007 – Harassment Prevention Plan.*



If you are uncertain if you are a victim of workplace violence or if what you witnessed meets the definition of workplace violence, do not hesitate to discuss the matter with the HSEQ Manager.

Any employee found to be in violation of this policy will face disciplinary action.

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Andrew Bell  
President – Meridian 60 Offshore

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Date