



**RESPECT IN THE WORKPLACE**

**JUNE 27, 2016**

## **WENTWORTH RESOURCES LIMITED**

### **RESPECT IN THE WORKPLACE POLICY**

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#### **1. COMMITMENT**

Wentworth Resources Limited (“Wentworth”) is committed to providing and maintaining a respectful workplace that is free from harassment, discrimination and abusive behaviour and where all employees and contractors are treated with dignity and respect.

Wentworth will not tolerate harassment, discrimination or abusive behaviour, and will not condone it in any way. Wentworth will diligently undertake corrective action in cases where harassment, discrimination or abusive behaviour have occurred.

#### **2. PURPOSE**

The purpose of this policy is to ensure that:

- (a) Individuals are aware and understand that acts of harassment and discrimination are considered serious offences and will not be tolerated by Wentworth.
- (b) Those individuals subjected to acts of harassment and discrimination are aware of their rights and are encouraged to access assistance they may require in order to pursue a complaint.
- (c) Individuals are advised of available recourse if they are subjected to, or become aware of situations involving harassment or discrimination.

#### **3. SCOPE**

This policy applies all employees, consultants and independent contractors of Wentworth. This policy applies to conduct that occurs at the workplace or during any other work-related activity, and additionally applies to employees, consultants and contractors of Wentworth that engage in the discrimination or harassment of customers and clients of Wentworth.

#### **4. DEFINITIONS**

##### ***Discrimination***

Discrimination is an unfair practice or behaviour directed toward an individual or group of individuals, whether intentional or not, on the basis of race, religious beliefs, colour, place of origin, ethnic origin, sex or sexual orientation, mental or physical disability, ancestry, marital status, and family status, or any other grounds prohibited by applicable human rights legislation (the “Enumerated Grounds”), and which has a negative effect on the individual or group.

Examples of discrimination in the workplace include any actions relating to the hiring, firing, promotion or other terms or conditions based on one or more of the Enumerated Grounds.

### ***Harassment***

Harassment occurs when an individual is subjected to unwelcome verbal or physical conduct based on one or more of the Enumerated Grounds.

Harassment may occur as a result of one incident or series of incidents. The unwelcome comment or conduct does not have to be directed at a specific person for harassment to occur. Comments or conduct that tend to ridicule or despair an individual or a group of individuals may give rise to an offensive workplace and work environment and therefore may constitute harassment.

Examples of harassment include:

- (a) Derogatory or degrading remarks, jokes, teasing, or comments used to describe or which are directed towards individuals on the basis of one or more of the Enumerated Grounds;
- (b) Display of pictures, graffiti or materials that are derogatory or offensive on the basis of one of more of the Enumerated Grounds;
- (c) Refusing to work with people on the basis of one or more of the Enumerated Grounds.

### ***Sexual Harassment***

For the purposes of this policy, sexual harassment is any unwelcome behaviour that is sexual in nature. It includes unwanted sexual advances, unwanted request for sexual acts, and other unwanted verbal or physical conduct of a sexual nature when an individual knows or ought to know that:

- (a) Submission to such conduct is made either explicitly or implicitly a term of, or condition of, an individual's employment;
- (b) Submission to or a rejection of such conduct is used as a basis for any employment decision including, but not limited to assignment of work, promotion, salary, benefits of job security; or
- (c) Such conduct has the purpose or affect of interfering with an individual's work performance or creating and intimidating, hostile or offensive work environment.

In addition the examples set out under the definition of harassment, sexual harassment may include:

- (a) Leering or other offensive or sexually suggestive obscene gestures;
- (b) The display or distribution of sexually explicit or otherwise offensive material;
- (c) Unwelcome advances, invitations or propositions of a sexual nature or repeated invitations after previous requests have been refused;
- (d) Persistent, unwanted contact or attention after the end of a consensual relationship;
- (e) Any advances, invitations or propositions of a sexual nature, which might, on reasonable grounds, be perceived as placing a condition on an individual's employment, work assignment, or any opportunity for training or promotion;
- (f) Unwanted physical contact, including touching, pinching, etc.;

- (g) Verbal abuse or threats of a sexual nature; and
- (h) Indecent exposure or sexual assault.

## **5. POLICY**

- (a) No employee, contractor or any other individual affiliated with Wentworth will subject any other person to harassment, discrimination, or abuse.
- (b) All employees, consultants and contractors of Wentworth will be provided with a copy of this Respect in the Workplace Policy.
- (c) At the time of hire and at least once every two years thereafter, each employee shall sign a prescribed Form of Acknowledgement indicating that they have read, understand and will comply with the terms and conditions of this Respect in the Workplace Policy. The Form of Acknowledgement is to be retained in the employee's personal file. Consultants and contractors will be required to sign the prescribed form as a condition of their contract.
- (d) All employees, consultants and contractors who are aware of any contravention of this policy, have a duty to promptly report the matter, verbally or in writing, to their supervisor.

## **6. COMPLAINT PROCESS**

Wentworth takes all harassment and discrimination complaints seriously and will respect the rights of all parties involved in the complaint. To the extent practicable and appropriate under the circumstances, Wentworth will maintain an appropriate level of confidentiality throughout the investigation process.

The process for reporting violations is described in detail in the *Reporting of Violations Policy*.

## **7. NO RETALIATION**

No action will be taken against any individual who brings forward a complaint in good faith. Retaliation against an individual for:

- (a) having invoked this policy, whether on behalf of oneself or another individual; or
- (b) having participated or cooperated in any investigation under this policy; or
- (c) having been associated with an individual who has invoked this policy or participated in these procedures;

will be treated in the same manner as harassment. Retaliation includes dismissal, demotion, unwanted transfer, denial of opportunities within the company or harassment of an individual as a result of his or her having made a complaint or having provided evidence regarding the complaint.

### **DOCUMENT HISTORY**

August 16, 2006	Approved by the Board of Directors of Artumas Group Inc.
August 1, 2010	Formatting changes only
June 27, 2016	Formatting changes only