




Policy - Workplace Harassment, Violence and Discrimination Policy

1. Document Control

Name:	SVY-HR-POL-2016-12	Title:	Workplace Harassment, Violence and Discrimination Policy				
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Apply to:	Region: 	Division:	All	Function:	All		
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3	11-Mar-16	Policy Update		J. Bell	C. Strong	11-Mar-16	DMOC-0107
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					D. Pippard	15-Mar-16	DMOC-0107

2. Purpose

The purpose of this policy is to foster a respectful workplace, in accordance with Savanna's Vision and Values, through the prevention and prompt resolution of harassment, violence, and discrimination.

Savanna is committed to building and preserving a safe, productive and healthy working environment for its employees based on mutual respect. In pursuit of this goal, Savanna does not condone and will not tolerate acts of harassment, violence or discrimination against or by any Savanna employee.

We intend to foster a culture of inclusion free from all forms of discrimination, violence and harassment, where people are treated with respect and committed to a deepening appreciation of diversity and transforming all forms of exclusion.

3. Scope

This policy applies to all Personnel of Savanna Energy Services Corp. ("Savanna" or the "Corporation") and its Subsidiaries.

Savanna adheres to local jurisdiction/government regulation with regard to matters of Harassment, Violence & Discrimination. For further/more specific information on Australian, Canadian, or US legislation, please visit their respective websites, listed here.

Australia: The Australian Human Rights Commission at <http://www.hreoc.gov.au/>

Canada: The Canadian Human Rights Commission at <http://www.chrc-ccdp.ca>

USA: The Equal Opportunity Employment Commission at <http://www.eeoc.gov/text>



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4. Policy Statements

4-1 Employee Expectations

At all times employees shall act towards other individuals professionally and in accordance with Savanna's Vision and Values. Savanna Energy Service Corp. will ensure that the Workplace Harassment, Violence and Discrimination Policy is communicated to employees during orientation.

Savanna employees and sub-contractors are not permitted to carry (either openly or in a concealed manner) any firearm, knife, or other weapon or item with the potential to inflict harm while on the company's premises, while at client work locations, on company business, while in company vehicles, in company supplied accommodation, or while acting as a company representative at any work related activities, meetings, or functions. This prohibition against the possession or carrying of firearms applies even if the employee is licensed to carry a concealed handgun or to openly carry a handgun by jurisdictional legislation. Appropriate disciplinary action, up to and including termination, may be taken against any employee or sub-contractor who violates this policy.

Employees shall also:

- Adhere to and uphold Savanna's Workplace Harassment, Violence, and Discrimination policy
- Make every safe effort to prevent harassing, violent, or discriminatory behaviour
- Report an incident to a supervisor or to Human Resources immediately if you observe a problem or if a problem is reported to you (if you are believed to be a victim,) clearly inform the person or persons that the behaviour is unwanted and/or unacceptable; if no change in behaviour results, then seek assistance from your supervisor or from Human Resources
- Cooperate with any investigation or inquires made under this policy and know that failure to do so may be cause for discipline, up to and including termination

4-2 Leader Expectations

At all times leaders shall act towards other individuals professionally and in accordance with Savanna's Vision and Values.

Leaders shall also:

- Adhere to and uphold Savanna's Workplace Harassment, Violence, and Discrimination policy
- Assist employees in understanding the policy and process through actively communicating expectations
- Foster a safe and inclusive workplace culture and environment
- Inform the Human Resources department of any discriminatory, violent, or harassing behaviour or events of which they are aware, whether or not a complaint has been made
- Handle all situations confidentially and ensure that others act accordingly
- Address the needs of all parties concerned and ensure that both complainants and respondents have access to support during the resolution process
- Assist Human Resources where required
- Be impartial in any complaint process in which they are involved
- Ensure that corrective and/or disciplinary measures are taken, where warranted
- Ensure that victims of workplace violence are advised to consult a health professional if necessary.
- Address any and all concerns of discrimination from recruitment personnel during the recruitment and selection process



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4-3 Human Resources Expectations

At all times Human Resources shall act towards other individuals professionally and in accordance with Savanna's Vision and Values.

Human Resources shall also:

- Be responsible to provide leadership and employee training
- Determine whether or not the reported act is indeed direct/indirect harassment, violence, or discrimination
- Coordinate efforts to resolve the situation and lead, or participate in, investigations
- Ensure parties involved are treated with respect and that information is kept confidential
- Establish and maintain effective procedures and processes to address harassment, violence, and discrimination in the workplace
- Provide assurance against retaliation by the Respondent against any witnesses providing information
- Ensure any complaint made in bad faith is dealt with disciplinary action and/or termination if determined to be fraudulent

4-4 Harassment, Violence, and Discrimination Response Procedure

This procedure is to accompany the Harassment and Discrimination Policy and is intended to act as a general guideline to ensure Savanna engages in proper due diligence when dealing with incidents of harassment, violence, and discrimination.

Any allegation involving violence will lead to a report that will be sent to Human Resources, Occupational Health and Safety and the appropriate General Manager. The assignment of an outside investigator shall be at the sole discretion of the VP, Human Resources, subject to direction from senior management if conflict of interest is determined.

A risk assessment must be performed in any workplace in which a risk of injury to workers from violence arising out of their employment may be present.

4-4.1 "The Early Resolution Process"

The objective of early resolution is to resolve any situation or conflict as soon as possible, in a fair and respectful manner, without having to resort to the complaint process. In early resolution, every effort will be made to resolve the problem early on with open communication and in a co-operative manner. If the allegation involves violence, a written report will be generated regardless of the outcome of the early resolution process.

If an employee believes that he or she is or has been the victim of harassment, violence, or discrimination, the following Early Problem Resolution steps should be taken:

- a) The person who feels offended by the actions of another employee should make it known to the other person as soon as possible in an attempt to resolve the problem.
- b) If the problem is not resolved, or if the offended person does not want to speak directly with the other, the offended person will meet with their Manager/Supervisor or the Human Resources Department in an attempt to find a solution and resolve the problem.

If early resolution is not successful or is not deemed appropriate, an employee may file a formal complaint with the Human Resources Department.



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4-4.2 “The Formal Complaint Process”

Step One:

- The Complainant submits a complaint in writing to the Human Resources Department, or to the next person in the hierarchy if the Human Resources Department is the subject of the complaint.
- The complaint must include the nature of the allegations, the name of the respondent, the relationship of the Respondent to the Complainant (e.g. supervisor, colleague), the date and description of the incident(s) and, if applicable, the names of witnesses. The information provided should be as precise and concise as possible.
- Human Resources will start a file that will document in writing each step of the process.

Step Two:

- Upon receipt of the complaint, the Human Resources Department screens and acknowledges the receipt of the complaint, informs the respondent that a complaint has been received and provides him/her with the particulars of the complaint in writing (including the allegations).

Step Three:

- Once the complaint has been acknowledged, the Human Resources Department reviews the complaint and, if necessary, seeks additional information to determine if the allegations are related to harassment, violence, and/or discrimination.
- If the complaint is not related to harassment, violence, and/or discrimination, the Human Resources Department informs the complainant and the respondent in writing. The Human Resources Department re-directs the complainant to the appropriate avenue of recourse and suggests other means of resolving the issue.
- If the complaint is related to harassment, violence, and/or discrimination, the Human Resources Department determines what efforts have been made to resolve the problem, identifies immediate avenues of resolution (if any), and informs the complainant and respondent in writing of its recommendations.

Step Four:

- If the harassment, violence, or discrimination complaint remains unresolved, the Human Resources Department will offer mediation.

Step Five:

- If mediation has not resolved the complaint, or if mediation was not undertaken, the Human Resources Department will launch an investigation and will notify all parties involved.
- The investigator must provide the Human Resources Department with a written report that includes his or her findings and other conclusions.
- If mediation is undertaken at any time during the investigation process, the investigation is suspended. It is resumed only if mediation is unsuccessful. In the event that the Human Resources Department is satisfied that they have all the facts and that the parties have been heard, they may decide not to undertake an investigation and proceed to Step 6.

Step Six:

- The Human Resources Department reviews all the relevant information and decides what action to take.
- The Human Resources Department then informs the parties in writing of the outcome of the investigation and ensures that corrective and/or disciplinary measures are taken, if warranted.