

# Respectful Workplace Policy

Effective: March 15, 2018

PrairieSky Royalty Ltd. ("**PrairieSky**" or the "**Company**") is committed to providing a healthy and safe working environment where all employees are free from violence, harassment or disrespectful behaviour. This Respectful Workplace Policy (the "**Policy**") outlines conduct that is prohibited at PrairieSky and sets out the reporting process for violations of the Policy, along with the Company's obligation to investigate and take appropriate action where complaints are received.

## 1. Definitions

Violence, whether at a work site or work related, is defined as the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm. It can include physical attack or aggression, threatening behavior, verbal or written threats, domestic violence, and sexual violence.

Harassment occurs when an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Bullying is seen as repeated incidents or a pattern of aggressive behavior that is intended to intimidate, isolate, offend, degrade or humiliate a particular person or group of people.

Bullying and harassing behavior does not include expressing differences of opinion, offering constructive feedback or guidance on work-related behavior or reasonable action taken by an employer or manager relating to the management and direction of employees or contractors.

## 2. Prohibition against Violence, Harassment and Bullying

Workplace violence and harassment is prohibited by law and prohibited at PrairieSky.

PrairieSky's policy is to enable any employee who believes they are the target of violence, harassment or bullying to make a confidential report safely to an objective member of management, to investigate fairly all complaints received, and to take appropriate disciplinary action where warranted.

Any member of management who is aware of violence or harassment occurring and fails to take appropriate action to enforce this Policy may, upon completion of an investigation into the situation or incident, be subject to disciplinary action for not acting with due diligence.

## 3. Reporting Violence and Harassment

If you feel that you have been subject to violence, harassment or bullying behaviours, you are encouraged keep a record of the event(s) and firmly tell the perpetrator that their behaviour is not acceptable and ask them to stop. You must also report all violations to your immediate manager. If a satisfactory response is not received, or if you are uncomfortable reporting a potential violation to

your immediate manager, you may reach out to the Chief Operating Officer, Human Resources or a member of the Joint Worksite Health and Safety Committee. If you wish to make a confidential complaint, you may contact the Whistleblower Hotline:

- Phone toll free: 1.800.661.9675
- Online at [www.prairiesky.confidenceline.net](http://www.prairiesky.confidenceline.net)

Your report should include as much supporting information as possible, such as the date and location of the event(s), a description of the circumstances, and the name of any persons who might have perpetrated and/or witnessed them.

Anonymous reports submitted through the Whistleblower Hotline will be investigated in the same manner as any other complaint. Any member of management receiving a report of harassment shall advise Human Resources. The Company will respect the confidentiality of any complaint received to the extent possible.

#### **4. Company Response**

Promptly upon being advised of a violence, harassment or bullying report or allegation, Human Resources shall review, and if appropriate, investigate.

- Investigations will be conducted in a discreet, confidential, professional, unbiased and timely fashion and will comply with all applicable legal requirements.
- The Company will only involve individuals required to properly conduct an investigation, and will inform them of the confidential nature of the proceedings.
- The Company will initiate disciplinary action as appropriate against any employee found to be engaging in workplace violence, harassment and bullying.

Regardless of the outcome of the investigation, an employee making a report of violence or harassment in good faith and anyone providing information in relation thereto will not be subjected to any form of retaliation.

Allegations of violence, harassment and bullying that were made with malicious intent will be viewed as a serious disciplinary offence which may result in disciplinary action against the employee or any individual who colluded with such individual to support a false allegation.

DATED this 5th day of March, 2021.



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**Andrew Phillips**  
President and Chief Executive Officer