



Workplace Harassment Policy

Epsilyte LLC



Epsilyte LLC. ("**Epsilyte**") reserves the right to modify this Workplace Harassment Policy (the **Policy**) in order to most adequately meet its evolving needs.

1. OBJECTIVES

Any form of harassment, whether verbal, physical, psychological or sexual, is expressly forbidden by Epsilyte and will not be tolerated in any way. As such, the objective of the Policy is to ensure that Epsilyte offers a workplace where all persons are treated with dignity and respect, and to maintain an atmosphere and an environment which are free from all forms of harassment, including psychological and sexual harassment. This objective of the Policy is also to define the procedures for support and internal recourses in regards to harassment.

2. SCOPE

The Policy applies to all Epsilyte employees, including management and regular employees, full-time or part-time, temporary, contractual, in dealings between them or with third parties such as customers and suppliers of goods or services.

3. DEFINITIONS

3.1 **Harassment:** Harassment is defined as any unwanted behaviour, express or implied, inappropriate, offensive or abusive by a person towards another person or persons in the workplace, and which the author knew or should reasonably have known that it could offend or cause prejudice. It also includes any act, statement or exhibition which diminishes, reduces, humiliates or embarrasses a person, and any act of intimidation, threat or discrimination.

3.2 The *Act Respecting Labour Standards*, defines psychological harassment as follows:

any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee's dignity or psychological or physical integrity and that results in a harmful work environment for the employee. For greater certainty, psychological harassment includes such behaviour in the form of such verbal comments, actions or gestures of a sexual nature.

A single serious incidence of such behaviour that has a lasting harmful effect on an employee may also constitute psychological harassment.

3.3 This definition also includes sexual harassment in the workplace and harassment based on any of the discriminatory grounds listed at section 10 of the *Charter of human rights and freedoms* : race, colour, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap.

3.4 Harassment may include, without being limited to, the following acts:

- preventing a person from expressing oneself, repeatedly interrupting a person, no longer speaking to a person, systematically ignoring a person, using a person as

scapegoat, isolating a person from other colleagues or preventing others from talking to the person;

- starting or spreading rumors about a person, making false allegations of incompetence relative to a person or undermining a person's credibility;
- yelling instructions to a subordinate or a colleague when things do not go as planned;
- comments, jokes, profanities, insults, fondling, gestures, behaviours affecting a person's dignity;
- requests for sexual favours, comments of sexual nature, unwanted physical contact, jokes or offensive remarks of a sexual nature;
- threats, retaliation, bullying or other gestures of similar nature infringing a person's dignity; and/or
- offensive and disparaging remarks or jokes relative to one of the following grounds : race, colour, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap and criminal history.

3.5 **Sexual harassment:** For greater certainty, harassment includes vexatious behaviour of a sexual nature. Sexual harassment may manifest itself through:

- any suggestion, joke, insult, comment, attitude, touching or gesture of a sexual nature that violates the dignity, physical or psychological integrity of a person or which may give a person reasonable grounds for thinking that a condition of a sexual nature has been imposed to obtain favorable treatment or to avoid unfavourable treatment;
- any explicit or implicit request for sexual favours;
- any threat, reprisal, intimidation, refusal to hire, promote or transfer or other action related to a refusal to grant sexual favours.

3.6 **Harassment is not:** The normal management of discipline, including the acceleration or non-observance of the principles of progressive discipline, normal management of work performance, normal management of absenteeism, legitimate exercise of management rights, stress related to work, differences of opinion, friendly relations or consensual relations, does not constitute harassment

4. RESPONSIBILITIES AND RIGHTS

4.1 Workplace harassment is prohibited and Epsilyte will not tolerate it in any way. The Company will maintain and promote standards of conduct allowing work to be performed in a harassment-free workplace.

- 4.2 Epsilyte expects everyone's collaboration and encourages everyone to make their disapproval of any behaviour that could constitute harassment known and to avail themselves of the Policy, if needed. Any person to whom the Policy applies may file a complaint, if needed, in order to internally and informally resolve any situation or problem related to harassment.
- 4.3 Epsilyte requires its managers to lead by example and to ensure that the Policy is known and respected in order to achieve the objectives stated above. Any member of management or supervisor who has a reasonable cause to believe that an employee is a victim of workplace harassment has the responsibility to promptly report it in accordance with the process set forth below.
- 4.4 Any employee who has reasonable cause to believe himself/herself to be the victim of workplace harassment, or who has observed workplace harassment, has the responsibility to promptly report it in accordance with the process set forth below.

5. COMPLAINT PROCEDURE

5.1 Filing a Complaint

- 5.1.1. The person who believes to have been a witness or a victim of harassment must, if the circumstances allow it, inform the author of the act that the behaviour amounts to harassment and that it must cease immediately. However, employees are not required to confront the individual they believe is violating the Policy.
- 5.1.2. In the event of repeated offences, or if the circumstances do not allow the person to notify the author of the act that the behaviour amounts to harassment and that it must cease immediately, the person who believes to have been a victim of harassment must communicate with his direct supervisor in order for them to attempt an informal conciliation procedure.
- 5.1.3. In the event of repeated offences or of non-conciliation or if the circumstances do not allow the person to attempt conciliation, a complaint may be filed in writing by email to Epsilyte's Human Resources Director at human_resources@epsilyte.com. In addition, a dedicated toll-free EthicsPoint telephone number and an EthicsPoint web site are available for all employees of Epsilyte to report complaints. The number, available 24 hours a day, 365 days a year, is 1 (844) 716-1737, and the web site can be found at Epsilyte.EthicsPoint.com.
- 5.1.4. The complaint must provide the details of the allegations, the name of the respondent, their position, a description of the event or events, the relevant date or dates and, if applicable, the names of the witness or witnesses.
- 5.1.5. Upon receipt of the complaint, Epsilyte must:
- review the complaint;
 - consult or meet with the complainant;

- determine whether the allegations would, at first glance, constitute harassment or whether they must be further detailed;
- if applicable, inform the plaintiff of the inadmissibility of the complaint if the allegations do not amount to harassment;
- if the complaint is admissible, notify the respondent of the complaint and allow them to provide their version of the facts.

5.1.6. Epsilyte prepares or obtains a written summary of the declarations of the plaintiff and/or of the respondent.

5.2 Investigation

5.2.1. Epsilyte will determine whether the investigation should be conducted internally or if it should exceptionally use an external investigator.

5.2.2. Epsilyte must, as soon as possible following the drafting or the receipt of the investigation report, determine whether the complaint is, in full or in part, substantiated or not, frivolous, malicious or submitted in bad faith with the intent to harm or out of vengeance.

5.2.3. Epsilyte must make a decision regarding the corrective measure(s) and communicate it (them) to the parties.

6. CONFIDENTIALITY

6.1 Epsilyte acknowledges the difficulty of filing a harassment complaint and that it must protect the confidential nature of such in the interest of the plaintiff and of the respondent, to the extent permitted by the circumstances and by law.

6.2 Epsilyte will ensure the confidentiality of complaint files, including the identity of the plaintiff and the respondent, the meetings, interviews, investigation results and other relevant documents, to the extent permitted by the circumstances and by law.

7. CORRECTIVE MEASURES

7.1 Epsilyte is responsible for deciding which corrective measure(s) apply depending on the seriousness of the harassment and other relevant circumstances.

7.2 Such measures, of an administrative or disciplinary nature, or a combination of both, may namely include one or more of the following measures :

- a) provisional measures before or during the investigation (e.g. suspension, with or without pay, or transfer);
- b) obligation to give an official apology (verbally or in writing);
- c) verbal or written reprimand;

- d) mandatory participation in a training session on appropriate behaviours in the workplace;
- e) mandatory consultation with identified resource person;
- f) prohibition from entering the workplace;
- g) suspension without pay for a determined period of time;
- h) termination of the service or supply of goods agreement;
- i) transfer;
- j) demotion;
- k) dismissal.

7.3 The act of refusing or neglecting to respect the corrective measures may in itself constitute an infringement of this Policy and give rise to more severe corrective measures.

7.4 Any retaliation measure against a person who has filed a complaint in good faith, who has collaborated in good faith to an investigation or who has a relationship with a person who has filed a complaint or has been otherwise involved in an investigation, is forbidden and constitutes an infringement of this Policy and is punishable by disciplinary measures.

7.5 The filing of an unsubstantiated, frivolous or malicious complaint or the filing of a complaint in bad faith with the intent to harm the targeted person or in a spirit of vengeance constitutes a fault which may be punishable by corrective measures. The same goes for any person who participates in such a complaint (witness or other).

8. ACKNOWLEDGEMENT

All employees must acknowledge receipt of this Policy and declare that they understand and agree to respect its terms. The same applies to the clients and suppliers of goods and services who may be required to work at the workplace. In this case, it is the responsibility of Epsilyte to determine whether it is appropriate or not for a client or a supplier of goods or services to sign the acknowledgement of receipt.

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9. OTHER POLICIES

This Policy must, at all times, be read and construed in relation with all other policies in effect at Epsilyte, including Epsilyte's Code of Conduct. In the event of a conflict between this Policy and Epsilyte's Code of Conduct, this Policy shall prevail.