

# Respectful Workplace Policy

## Scope

At ARC Resources Ltd. (“we”, “our”, “us”, “ARC”), we are committed to our values and culture and expect a high level of professional conduct from all members of our workforce.

This policy applies to you if you are an employee, officer, director, consultant, contractor, subcontractor, or employee of a contractor or subcontractor while working for ARC under ARC’s direction (collectively referred to as “you”, “your”, “everyone” and “our workforce” or “members of our workforce”). The policy applies at all times and at all locations where ARC operates, including at off-site and after-hours events which could reasonably be associated with the workplace (e.g., other business-related functions – social events, conferences, training, etc.).

## Purpose

Consistent with ARC’s Code of Business Conduct and Ethics, we have always recognized the value of growing and developing trusting relationships based on integrity. For ARC’s excellent reputation to be maintained, we require high standards of professional and ethical conduct from all persons representing ARC. Our values of respect, integrity, trust and community are at the heart of every decision we make and every interaction we have. We believe how we work is just as important as the work itself.

ARC is committed to fostering a work environment that is respectful, inclusive and free of all forms of Discrimination, Bullying, Harassment, Sexual Harassment, and Workplace Violence, collectively referred to as Disrespectful Workplace Behaviour. A respectful environment is a responsibility shared by everyone at ARC.

This policy is to be read alongside ARC’s [Respectful Workplace Policy – Definitions](#) and [Respectful Workplace Policy - Resolution Procedure](#) documents.

## Policy

This policy has been drafted in accordance with the *Alberta Human Rights Act*, Alberta’s *Occupational Health and Safety Act*, British Columbia’s *Human Rights Code*, British Columbia’s *Workers Compensation Act*, and their associated regulations. In accordance with these laws, everyone is entitled to a fair and inclusive workplace, free of any Disrespectful Workplace Behaviour based on their 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, and in British Columbia specifically, Indigenous identity, political belief, or criminal conviction.

This means that ARC will take seriously any conduct, comment, gesture or contact of a sexual, harassing and/or discriminatory nature that causes offense or humiliation to any member of our workforce, creates unequal or unfair treatment, or could be perceived as placing a condition on proposed or continued employment.

## Reporting a Complaint

If you feel you are personally experiencing, or you have witnessed another employee being subjected to, Disrespectful Workplace Behaviour, you have several options to bring this matter forward for resolution. You can do this using any of the following avenues:

- If you are comfortable, speak directly to the person engaging in the inappropriate behaviours and ask them to stop immediately.

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- Raise the matter to your direct leader and ask for help in resolving the situation. If you do not feel comfortable reporting the information to your leader, we recommend reporting or submitting your complaint to another senior leader or ARC officer.
- Speak confidentially to any member of the Human Resources team.
- Access the confidential Whistleblower hotline and submit the complaints or concerns. Click on this link to get to the [Whistleblower Hotline Policy](#) on ARC's external website. You will be directed to a secure website where you can complete a secure on-line form, or you can access the secure hotline and leave a message by calling the toll-free telephone number at 1-866-291-6690. All submissions are reviewed by the Chair of the Audit Committee or the Chair of the Policy & Board Governance Committee.

Note, in the case of Workplace Violence, it may be necessary to call the police, depending on the severity of the situation. If you feel you or another individual is in imminent danger, call 911 immediately and alert a trusted colleague, if possible. In the case of Workplace Violence, this policy is not intended to discourage anyone from exercising their rights pursuant to any law. ARC will take reasonable precautions to protect members of our workforce who are or are likely to be exposed to domestic violence, at a worksite. We encourage you to speak with a leader or any member of the Human Resources team, if you feel that there may be a risk of domestic violence impacting you at work, for precautions to be taken to protect you and your co-workers.

Further information about reporting a complaint and the procedures surrounding investigations and implementing corrective actions, please refer to the [ARC Respectful Workplace Policy - Resolution Procedure](#).

### Summary

A respectful workplace requires the cooperation and support of all of us. Everyone must set a positive example and behave respectfully and avoid behaviours that could reasonably offend, intimidate, embarrass, or humiliate others, whether deliberately or unintentionally.

ARC is committed to the expectations and standards set forth in this policy and will continue to support each person subject to this policy.