



WORKPLACE HARASSMENT AND VIOLENCE PREVENTION POLICY AND PROGRAM

The objective of the production company (hereafter “Production”) is to comply with applicable legislation to maintain a safe workplace. Production does not tolerate any type of workplace harassment or violence committed by or against production workers, and is committed to providing a work environment where all workers are treated with respect and dignity.

Purpose of Policy

The purpose of this Workplace Harassment and Violence Prevention Policy and Program (the “**Policy**”) is to establish procedures to minimize the risk of and prevent harassment and violence in the workplace, and to outline the procedures to deal with reported incidents of workplace harassment and violence. To help ensure a safe workplace, all workers should review and understand all provisions of this Policy

Workers can also refer to *Our Commitment to Respect* document.

Scope of the Policy

This Policy applies to all employees, contract employees, workers, supervisors, managers, temporary staff and contractors of Production working in Ontario. The use of the term “worker” throughout this Policy includes all employees, supervisors, managers, temporary staff, and contractors of Production. This policy addresses workplace harassment from all sources such as employers, supervisors, workers, customers, clients, and members of the public.

What is Harassment?

Harassment is prohibited by various pieces of legislation, including but not limited to, the *Occupational Health and Safety Act* (Ontario) and the *Human Rights Code* (Ontario).

Harassment is defined as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, taking into consideration the creative content that Production and its affiliated companies develop, produce, support and/or distribute. Harassment most often occurs when there is a pattern of behaviour; however, there could be circumstances in which a single incident of inappropriate behaviour may be substantial enough to constitute harassment. Harassment can “poison” the work environment particularly where the harassment is related to a personal characteristic protected by applicable human rights legislation. A “poisoned work environment” may occur when harassment or inappropriate behaviour related to a personal characteristic protected by applicable human rights

legislation interferes with a worker's performance of the duties associated with their position. This can occur even if the comments or conduct are not directed at any one person or at the person whose performance is impacted.

A reasonable action taken by Production or a supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Sexual Harassment

Sexual harassment is a form of harassment and is defined as:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Sexual harassment is not only sexual in nature. Making stereotypes about a gender can be a form of sexual harassment. Sexual harassment can happen to anyone, and is not only targeted at women. Men can also be the subject of sexual harassment.

Some examples of sexual harassment include but are not limited to:

- unwelcome or unwanted sexual advances such as inappropriate patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact normally considered unacceptable by another individual;
- persistent requests for a "date";
- unnecessary physical contact, such as touching, patting, pinching;
- unwelcome remarks about someone's hair, body shape, etc.;
- visual forms of harassment such as pornographic or derogatory posters, cartoons, or drawings;
- sending obscene or inappropriate messages via e-mail, voice-mail or notes;
- questions about someone's sex life.

Whether any particular comment or conduct amounts to harassment will depend on the totality of the circumstances, including the severity of the conduct and its pervasiveness.

Harassment by Third Parties

If a worker believes that they have been harassed by a third party (e.g. customers, contractors, vendors, workers of other companies) in the course of their employment, the worker should bring the concerns to the attention of their manager or supervisor who will approach Production Human Resources.

What is Workplace Violence?

Workplace violence is:

- (a) the exercise of physical force by a person against a worker, in a workplace, that cause or could cause physical injury to the worker;
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- (c) a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Domestic Violence & History of Violent Behaviour

Workers are encouraged to advise Production Human Resources of an issue in the worker's non-work life that might impact on the safety of the worker or a co-worker at the workplace.

Any worker who applies for or obtains a restraining order or peace bond which lists Production's location or the work or other location of another worker as being a protected area should provide Production Human Resources with a copy of the restraining order or peace bond and any other relevant documents or information requested.

If Production is aware that domestic violence and/or a person with a history of violent behaviour is likely to expose a worker to workplace violence, every reasonable precaution reasonable in the circumstance will be implemented to protect the worker at the workplace.

How Production is Making the Workplace Safe

Among other things, Production periodically assesses the risks of workplace violence that may arise given the nature of the workplace, the type of work performed and the conditions under which work is performed. Production reassesses the risks of workplace violence as often as is necessary to ensure that this policy continues to help protect Production's workers from workplace violence.

Complaint Procedure

Step 1: Reporting Workplace Harassment or Violence

If a worker feels that they are being harassed, the worker should:

- a) If comfortable, informally approach the person involved and ask them to stop the offensive conduct. A person approached in this manner should immediately stop the offending conduct or comments.
- b) If the worker does not feel comfortable approaching the person involved, or if the worker has already done so and the conduct has continued, the worker should contact Production Human Resources or their immediate supervisor or, in the alternative, a member of management who the worker is comfortable approaching.
- c) There is also a confidential reporting hotline for production employees that the worker can utilize: www.productionhotline.com.

If a worker experiences or witnesses workplace violence, the worker should take all necessary and reasonable steps to ensure their own safety and the safety of others. Once safe, the worker should (as warranted) contact the police and other emergency services at 911 for assistance. Workers should not assume that Production is aware of any incident of workplace violence and should promptly and accurately report any such incidents. Workplace safety is dependent on the cooperation of all workers.

In the event of an emergency, Production HR and the production safety execs should be contacted immediately. The appropriate contact information is on the production call sheet and in the production office.

If a worker becomes aware of conduct which they believe is in violation of this Policy, even if the worker is not the target of the conduct, the worker should report that conduct to Production Human Resources, their immediate supervisor, or a member of management who the worker is comfortable approaching.

All incidents or complaints of workplace violence or harassment shall be kept as confidential as possible.

Step 2: The Investigation

Reported allegations will be investigated promptly, thoroughly and fairly.

While Production will tailor the nature of the investigative process to the particular circumstances of each case, the investigation may include:

- interviewing the complainant and the alleged respondent;
- interviewing any witnesses to the conduct;
- gathering and reviewing any relevant documents, telephone, voice, data, text messages and any other electronic record including written statements, notes, emails and pictures;
- making findings of fact and conclusions;
- communicating the findings and conclusions to the parties involved, as appropriate; and

- determining the appropriate follow up action.

All Production personnel, including the complainant and alleged respondent, are expected to fully cooperate with the investigation process.

Production will not disclose the circumstances related to the complaint, the identifying information of the employee making the complaint, the person against whom a complaint is made, or any witnesses, to any person except where disclosure is necessary for the purposes of investigating the complaint, taking disciplinary measures in relation thereto, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

Step 3: Resolution

A worker who makes a complaint and the respondent to the complaint will be notified of the results of the investigation.

Workplace harassment or violence will be considered a violation of the conditions under which a worker is employed or engaged by Production. Any substantiated complaints regarding any incident(s) of harassment or violence will be addressed by Production promptly, following the investigation, to ensure that the workplace harassment or violence stops.

The determination of any disciplinary action to be taken will ultimately depend upon the nature of the incident(s) and any surrounding circumstances which those determining the appropriate action may consider.

Retaliation Prohibited

Production will not retaliate against a worker for filing a complaint in good faith and will not knowingly permit any retaliation by management or co-workers.

Retaliation against an individual for reporting harassment or violence, or for participating in an investigation of a claim of harassment or violence, is a serious violation of this Policy and, like harassment or violence itself, will be subject to disciplinary action.

Signed (Producer): _____ Signed by: Galen Fletcher

Name of Production: **Return To You**

Date: August 13, 2026

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