

SAFE WORKPLACE POLICY

This Safe Workplace Policy (the “Policy”) applies to all workers, including permanent, temporary, casual, contract, and student workers (the “ApartmentLove Team Members”). Furthermore, this Policy applies to all and any interpersonal communications by and between ApartmentLove Team Members regardless of whether expressed in person or electronically (such as via email, text, social media and all other forms of digital correspondence) at all times and in all places without limitation.

Workplace Bullying and Harassment - Defined:

- (a) All and any inappropriate conduct or comments by an ApartmentLove Team Member towards any other person, regardless if the other person is an ApartmentLove Team Member, that causes the other person, acting reasonably, to feel humiliated or intimidated;
- (b) Unwelcome sexual advances or solicitations; requests for sexual favors; and other verbal and non-verbal, or physical conduct of a sexual, or otherwise offensive nature;
- (c) Offensive comments, jokes, innuendoes, sexually suggestive gestures, sexually degrading words, phrases, images, videos, memes, and all other forms of media used to describe an individual, and other sexually oriented statements;
- (d) Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures that causes another person, acting reasonably, to feel humiliated or intimidated;
- (e) Verbal aggression or insults, calling someone derogatory names, spreading malicious rumors, vandalizing personal belongings, or harmful hazing/initiation practices and all other acts or actions of a similar nature.

Acceptable Conduct:

Workplace bullying and harassment is not acceptable and will never be tolerated at ApartmentLove Inc. ApartmentLove Team Members will be treated in a fair and respectful manner regardless of their race, religion, sexual orientation, belief systems, cultural norms or for any other reason. ApartmentLove Team Members are responsible for respecting the rights of their fellow team members and for taking reasonable and appropriate measures to prevent discrimination and harassment from occurring in the workplace.

Every member of the ApartmentLove Inc. Management Team is responsible for creating a constructive and inclusive atmosphere that is free of discrimination and harassment, sexual or otherwise, and is at all times responsible for informing all ApartmentLove Team Members that discrimination and harassment is not and

never will be tolerated at ApartmentLove Inc. and that all or any such conduct is subject to disciplinary action which may include termination of employment or cancellation of contracts for just cause and with immediate effect.

ApartmentLove Inc. considers sexual harassment to be of a particularly grievous and heinous nature. Accordingly, sexual harassment is strictly prohibited at ApartmentLove Inc. and investigations of all such reports may be referred to subject matter experts including members of the police who may pursue criminal charges against all or any offending party with the full and unfettered support of the ApartmentLove Inc. Management Team.

Responsibilities of All ApartmentLove Team Members:

1. Comply with ApartmentLove Inc. policies and procedures on Workplace Bullying and Harassment.
2. Not engage in the bullying and/or harassment of any person.
3. Promptly report all and any incidents of Workplace Bullying and Harassment to the ApartmentLove Inc. Management Team in the strictest of confidentiality.

Responsibilities of ApartmentLove Inc. Management Team:

1. Attentively listen to every report of Workplace Bullying and Harassment,
2. Collect all information reasonably necessary to conduct a proper investigation of Workplace Bullying and Harassment,
3. Resolve the report in accordance with the local Workers Compensation Board (i.e. subject matter experts (such as: Workers' Compensation Board and/or the police service) and ApartmentLove Inc. policies and procedures.

Reporting Instances of Workplace Bullying and Harassment Procedure:

1. Report incidents of Workplace Bullying and Harassment by describing all the details of the alleged incident in detail (to the best of your abilities) and submit your written account in the strictest of confidence to the ApartmentLove Inc. Management Team.
2. Incidents or reports should be reported as soon as reasonably possible after experiencing or witnessing any such incident of Workplace Bullying and Harassment. Timely reporting of Workplace Bullying and Harassment helps the investigating authority make good, proactive, and informed decisions to ensure incidents are efficiently investigated and effectively resolved.
3. Provide as much information as possible in your report. Include (to the best of your abilities) the names of all people involved, any witnesses, where the events occurred, when the events occurred, and what behaviors, words, attitudes, actions or events led to your filing a report of Workplace

Bullying and Harassment. Attach supporting documents such as emails, handwritten notes, text messages, photographs, physical evidence, damaged personal belongings and all or any other materials that could help substantiate your report and bring about a resolution.

ApartmentLove Action:

ApartmentLove Inc. Management Team will investigate all reports of Workplace Bullying and Harassment and respond to all complainants as quickly and effectively as practically possible, respecting confidence. The investigation of Workplace Bullying and Harassment may include private and confidential meetings with other persons including, but not limited to, ApartmentLove Team Members. In the event that a reasonable determination of an occurrence of Workplace Bullying and Harassment is made, corrective action will be taken which may include criminal charges being levied against the offending party, or parties, if deemed appropriate by the police.

Your report will, to the maximum extent possible, be kept in the strictest of confidence such that only those on a “need to know basis” will be made knowledgeable of the existence of your report and the resulting investigations derived from your report. Notwithstanding the foregoing, and without limiting best efforts to maintain confidentiality, the investigation of reports of Workplace Bullying and Harassment may require disclosure to certain ApartmentLove Team Members and other persons to gather pertinent information and conduct a comprehensive investigation of the facts.

ApartmentLove Inc. expressly prohibits all forms of retaliation against any ApartmentLove Team Member for the filing of a report of Workplace Bullying and Harassment, or for assisting in the investigation of any such report, without limitation. However, if after investigating a report of Workplace Bullying and Harassment ApartmentLove Inc. and the investigating authorities, acting reasonably, determine the report is not bona fide, or that an ApartmentLove Team Member has knowingly provided false information regarding in any such report, disciplinary action (which may include termination for cause) may be taken against such party who provided all or any such false information.

If ApartmentLove Inc. and the investigating authorities, acting reasonably, determine that an ApartmentLove Team Member is guilty of Workplace Bullying and Harassment, disciplinary action will be taken against the offending ApartmentLove Team Member which may include termination for just cause and criminal charges being filed against the offending party, or parties, if deemed appropriate by the police.

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Acknowledgment and Agreement:

Having read, understood, and agreed to all the terms and conditions of this Workplace Bullying and Harassment Policy; I, the undersigned, agree to be bound by the terms and conditions contained herein.

Signed: _____

Print Name: _____

Title: _____

Date: _____