

## 6.02 Harassment Policy

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### **Statement of Principle**

Teck is committed to providing a work environment in which employees are treated with dignity and respect. This is generally achievable if employees treat other employees as they themselves wish and expect to be treated.

Teck also requires that the work environment be free from discrimination, including harassment and sexual harassment. Discrimination and harassment in the workplace are unacceptable and will not be tolerated.

Teck is committed to the proper treatment of employees and to providing a procedure for employees to report incidents of discrimination and harassment regardless of whether they involve a co-worker, supervisor, or any other person.

Teck is committed to also fully complying with any local laws that address discrimination or harassment.

### **Objectives**

The objectives of this policy are:

- To provide a working environment in which employees are treated with dignity and respect.
- To ensure that employees are aware that there are certain types of behaviour that will not be tolerated.
- To make all employees responsible for maintaining a workplace free from discrimination and harassment.
- To create a fair, impartial and confidential procedure for handling and investigating complaints.

### **Discriminatory Conduct**

***Discrimination:*** Discrimination is to improperly and without a valid work-related purpose treat an employee differently because of that person's race, colour, ancestry, citizenship, place of origin or ethnic origin, political belief or opinion, religion, marital status, family status, physical or mental disability, membership or non-membership in a union, position in an union, sex, sexual orientation, age, social origin, source of income, criminal record, or criminal or summary conviction that is unrelated to their employment.

**Harassment:**

Harassment is a form of discrimination. It is unwelcome conduct based on or related to the characteristics identified in the definition of discrimination that detrimentally affects the work environment or leads to adverse job-related consequences for the victim.

Harassment may be directed at an employee or may be indirect conduct such as sexist or racist remarks, jokes or nicknames or display of racist or bigoted material or nude or semi-nude pictures.

**Sexual Harassment:**

Sexual harassment is conduct of a sexual nature that is known or ought to be known to be unwelcome and which detrimentally affects the work environment or leads to adverse job-related consequences for the victims(s) of the harassment. Examples of sexual harassment include, but are not limited to:

- Unwelcome physical contact or unnecessary touching;
- Inappropriate and unwanted sexual flirtations, advances or propositions;
- Suggestive, vulgar and coarse remarks, comments or jokes, and offensive sexual references which are derogatory;
- Sexual innuendoes;
- Questioning someone about his or her sex life;
- Displaying offensive material of a sexual nature, including material from the internet; and
- A person in authority asking an employee for sexual favours in return for being hired or receiving promotions or other employment benefits.

**Responsibilities**

All employees have a responsibility to ensure fellow employees are treated with dignity and respect within a discrimination-free work environment and to comply with this policy. Any employee who observes behaviour contrary to this policy is encouraged to report that behaviour in the same way complaints are reported. An employee need not be a victim of harassment or discrimination to report an incident that he or she feels is contrary to this policy.

**Procedure**

All levels of management and supervision have the principal responsibility to monitor the work environment to ensure employees are treated properly and to conduct appropriate investigations promptly and confidentially.

**Confidentiality**

Teck recognizes that some employees may find it difficult to come forward with a complaint of harassment or discrimination and may wish such matters to remain confidential.

To protect the interests of the complainant, the person complained against, and others who report such incidents, all employees have an obligation to maintain confidentiality throughout the investigative process. Information relating to a complaint should only be disclosed to the extent necessary to carry out investigative procedures, or if corrective measures are warranted, to carry out those measures.

## **Reporting Complaints**

Employees should report incidents of discrimination or harassment in a timely manner.

Employees may report incidents of discrimination or harassment in a number of ways.

- If they feel comfortable doing so, employees are encouraged to discuss their concerns with the employee who is allegedly committing the offensive act. Making the other person aware he or she is creating discomfort in the work environment may be enough to resolve the situation.
- If the employee is not comfortable confronting the other employee or has already tried doing so without effect, the employee may directly contact his or her supervisor or the person designated to deal with such complaints at the local operation. The employee may ask to discuss the matter with either a male or female representative.
- An employee may contact any management person the employee may be comfortable with to discuss his or her concern.
- An employee may report a concern to Teck's Senior Vice President & General Counsel or through the "Doing What's Right" Hotline and website.

Employees do not have to choose one reporting method over any other. An employee should make a complaint in the manner which makes that employee feel most comfortable.

## **Investigating Complaints**

Once a complaint is made, the supervisor or management person to whom the complaint is reported will immediately notify the local Human Resources manager. The complaint will be assessed and a decision made regarding the most effective way of handling it.

Not all complaints will be dealt with in the same manner. While some may be resolved between the parties informally with the assistance of the supervisor or manager at early stages, more formal investigations may be required in some circumstances. The nature of the complaint and the assessment as to the most effective way of dealing with it will affect how each complaint is handled.

If the complaint is informally resolved, the agreement made will be recorded in writing, signed by the employees and kept in a confidential file in the office of the local Human Resources manager. The manager involved will be responsible for monitoring compliance with the agreement.

All investigations will be approached in such a way as to grant both employees a fair opportunity to present their side of the issue. Once an investigation is complete, the information gathered will be evaluated and summarized in a report. Each of the employees involved will be notified regarding the outcome of the investigation.

## **Disposition of Complaints**

Where an incident of discrimination or harassment is found to have occurred, appropriate corrective action will be taken. For example:

- A private or public apology may be required.

- An employee found to have acted in breach of this Policy may be subject to discipline up to and including termination of employment. The severity of the discipline will depend on a number of factors, including the nature of the conduct, the employee's previous disciplinary record, length of service, contrition and other mitigating factors.
- One or more of the employees may be reassigned. Normally an employee who is found to have committed an offence will be reassigned rather than a complainant.
- Education may also be required for the offending employee(s).

### **Reprisal**

Employees have the right to raise concerns under this policy without fear of reprisal. Reprisal is a violation of this policy and will not be tolerated. Retaliation includes but is not limited to acts of hostility, encouraging hostility by other employees or spreading rumours about the employee. Teck is committed to maintaining a workplace in which employees are treated with dignity and respect. It requires the cooperation of every one of its employees in order to be able to do so.

### **False or Fabricated Complaint**

Making a false or fabricated complaint of discrimination or harassment will be treated very seriously. Any employee who makes such a complaint will be subject to discipline up to and including termination of employment.