Respectful Workplace Policy

Tamarack is committed to a positive workplace where all Tamarack Representatives are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that fosters personal and professional excellence. Tamarack is committed to proactively creating a workplace where individual differences are welcomed and valued, and discriminatory practices are prohibited.

This policy promotes positive working relationships and manages conflict in the workplace. Discrimination and harassment are unlawful and will not be tolerated. Tamarack pledges its support to all persons experiencing workplace conflict, harassment, or violence and will confidentially treat any such matters.

Tamarack's Workplace Harassment Prevention Policy and Workplace Violence Prevention Policy are synonymous with this policy.

Application

Who

This policy applies to all Tamarack Representatives. Additionally, we recognize that vendors and others conducting business with Tamarack may be subject to inappropriate behavior.

Under these circumstances, Tamarack acknowledges the responsibility to take all reasonable steps to support any affected Tamarack Representatives. We encourage reporting all incidents of harassment and violence, regardless of who the offender may be.

Where

This policy applies where there is a sufficient relationship between the worker and the workplace. The workplace is not strictly confined to our offices; it also includes:

- Any location related to Tamarack's business.
- Any location and situation where interactions may be reasonably viewed as impacting the workplace environment and relationships (including email, telephone, business travel, conferences, and Tamarack social events).

Creating a Respectful Workplace

Tamarack is committed to creating and maintaining a positive workplace through:

- A strong publicized commitment that supports and maintains a positive work environment.
- An established Workplace Harassment Prevention Policy to define and reduce workplace harassment.
- An established Workplace Violence Prevention Policy to define and reduce workplace violence.
- Ensure policies aim to prevent workplace conflict, effectively resolve conflicts that arise, and describe unacceptable behaviour.

Declaration of Human Rights

Labour laws within Canada outline the rights for individuals to live their lives free from social, political, or economic discrimination. At Tamarack, we are committed to upholding this freedom and have embedded a person's individual rights into our business practices.

Tamarack shows its commitment to respecting human rights through alignment to the United Nations Guiding Principles on Business and Human Rights and the International Labour Organization Declaration on Fundamental Principles and Rights at Work. In alignment with our business practices, and as outlined in the UN Universal Declaration of Human Rights and the Canadian Charter of Rights and Freedoms.

Tamarack will fulfill its commitment to through the following manner:

- Prohibit discrimination or harassment based on race, colour, sex, language, religion, or other minority status.
- Prohibit all forms of slavery and child labour.
- Ensure safe working conditions for all people as per applicable laws and industry best practices.
- Promote a respectful workplace.

Responsibilities

Executives & Workplace Environment Committee

- Model healthy professional relationships between colleagues, including conflict resolution.
- Provide guidance to Tamarack Representatives who ask for assistance.
- Maintain confidentiality within the confines of this policy when asked for assistance.
- Not tolerate workplace violence and harassment.
- Take timely action when it becomes aware of unacceptable behaviour that may violate this policy.
- Support all parties involved in a complaint to ensure there is no retaliation against anyone involved.

All Tamarack Representatives

- Contribute to a positive and respectful workplace environment.
- Strive towards trust, respect, and understanding between colleagues.
- Refuse to participate in workplace harassment and address it when you experience or witness it.

Workplace Harassment & Violence

Workplace harassment and violence generally consist of comments or actions that a reasonable person would find objectionable or unwelcome and serve no work-related purpose. It may occur during a single incident or over a series of incidents. Some actions may not be considered violence or harassment unless repeated. For example, a joke may not be considered harassment if it does not have a major impact on the recipient or person who overhears the joke.

Workplace harassment and violence do not include actions taken in good faith while exercising managerial/supervisory roles and responsibilities (such as an appropriately conducted performance review or constructive criticism regarding job performance). In this policy, the following types of conduct or comments, whether written, verbal, or visual (including electronic communication), are considered workplace harassment and are unacceptable:

- Discrimination
- Sexual Harassment
- Personal Harassment
- Retaliation

Discrimination

Discrimination is any unwelcome practice, comment, or behaviour, whether intentional or not, based on any one or more of the following protected grounds in the *Alberta Human Rights Act*: age, ancestry, place of origin, colour, family status, gender identity, marital status, mental disability, physical disability, source of income, race, religious belief, gender, or sexual orientation:

- When such conduct might reasonably be expected to cause insecurity, discomfort, offense, or humiliation to another person or group.
- When submission to or rejection of such conduct is used as a basis for any employment decision including, but not limited to, matters or promotion, raise in salary, job security, or benefits affecting the Tamarack Representatives evaluation.
- When such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of discrimination are:

- Derogatory or demeaning comments, jokes, slurs, posters, cartoons, etc., based on the protected grounds.
- Innuendo, taunting, or ostracizing a Tamarack Representative based on the protected grounds.
- An employment decision based on a protected ground adversely affecting a Tamarack Representative.

Sexual Harassment

For the purposes of this policy, "sexual harassment" is defined as one or a series of incidents involving unwanted and unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature:

- When such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group.
- When submission to such conduct is made either implicitly or explicitly as a condition of employment.
- When submission to or rejection of such conduct is used as a basis for any employment decision (including, but not limited to, matters of promotion, raise in salary, job security, or benefits affecting the person).
- When such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can occur between men, between women, or as behaviour by men towards women or women towards men.

Examples of sexual harassment:

- Sexist jokes causing embarrassment or offense, told, or carried out after the joker has been advised that they are embarrassing and offensive, or by their nature are embarrassing or offensive.
- Leering, staring, gesturing of a sexual nature.
- The display of pictures, cartoons, and sayings of a sexual nature that present the subject stereotypically or in a degrading manner.
- Sexually degrading words used to describe a person.
- Drawing attention to a person's gender or undermining the person's role in a professional and business environment.
- Derogatory or degrading remarks directed towards members of one gender or one sexual orientation.
- Sexually suggestive or obscene comments or gestures.

- Unwelcome sexual flirtations, advances, or propositions, including repeated unwelcome invitations to socialize.
- Unwelcome inquiries or comments about a person's sex life.
- Persistent unwanted contact or attention after the end of a consensual relationship.
- Requests for sexual favours.
- Unwanted touching.
- Verbal abuse or threats.
- Sexual assault.

Personal Harassment

Personal harassment in the workplace is a breach of the implied term of the employment relationship that an employer provides an environment that is civil, decent, and respectful. Personal harassment is:

- That a reasonable person would consider unwelcome.
- Results in the recipient feeling intimidated, humiliated, or embarrassed.
- Negatively affects work performance.
- Creates a hostile work environment.

Examples of personal harassment are:

- Actions that are intimidating, threatening, or coercive.
- Swearing, yelling, screaming.
- Berating an individual publicly or performing patronizing and insulting remarks.
- Deliberate conduct to humiliate or degrade someone.
- Bullying behavior such as name-calling, spreading malicious rumors, causing social isolation.
- Threats of unwarranted discipline or loss of job.
- Cutting a Tamarack Representative out of the communication loop or withholding information required to perform their job. Examples include not sending or responding to memos, intentionally not advising the individual of meetings they should attend or not answering necessary e-mails.

Retaliation

Retaliation is any action taken against an individual in retaliation for:

- Having invoked this policy, whether on behalf of oneself or another individual.
- Having participated or cooperated in any investigation under this policy.
- For being associated with someone who has invoked this policy or participated in these procedures.

Resolving Workplace Harassment and Violence

Confidentiality

Tamarack understands the difficulty of coming forward with a workplace harassment or violence issue and recognizes the interest of all parties in protecting their privacy and reputations. To protect the interests of the parties' confidentiality will be maintained throughout the process to the extent that it can be maintained while still allowing for a proper investigation.

Information relating to the conflict will only be disclosed to the extent necessary to carry out an investigation or resolution procedures or to meet Tamarack's obligation to provide a harassment and violence-free workplace. Improper breaches of confidentiality may result in disciplinary action.

Procedures for Resolution

What to do if you are experiencing workplace harassment or violence.

If you feel that you are being harassed, it is best to act immediately. Remember that harassment is wrong, and you should not feel guilty. Keep a record of the incident(s), dates, places, witnesses, how you responded, the impact on you, and other relevant facts and circumstances. You are encouraged to let the other person know that their actions offend you and attempt to resolve the problem, receiving support when needed. If you cannot resolve the issue or do not want to speak directly with the person, please contact a member of the Workplace Environment Committee.

What to do if you are accused of workplace harassment or violence.

If the complainant approaches you directly, listen to their concerns. Remember that the conflict may have occurred even if you did not intend to. Be sensitive to the fact that we all have different backgrounds and life experiences. If the complainant initiates a formal investigation, you will be notified of the complaint, interviewed, and given the opportunity to respond to the allegations against you.

Contact the Workplace Environment Committee

Tamarack Representatives who believe they are being harassed should contact a member of the Workplace Environment Committee (the "Committee"): The Committee includes all offices of the Company and the Human Resources department. The Committee member will then assist the individual with understanding their rights under this policy, avenues of recourse that may be available, and next steps. If the Committee member believes there are facts that constitute evidence of workplace harassment or violence, the Committee member will initiate an investigation and work toward resolving the matter.

If any Tamarack Representatives are uncomfortable contacting a committee member, wrongdoing can be reported through Tamarack's Confidence Line by calling 1-800-661-9675.

Tamarack Representatives against whom a complaint of workplace harassment is substantiated may be severely disciplined up to and including removal from the organization. This policy will be applied without regard to status or seniority.

False Allegations

If an investigation finds that the complainant falsely accused another of objectionable conduct knowingly or maliciously, the complainant will be subject to appropriate sanctions, including the possibility of termination. A person who submits a complaint in good faith, even where the complaint cannot be proven, has not violated the policy.

Outside Harassment

Tamarack Representatives who feel that they are subject to workplace harassment by a person who are not a part of the Tamarack organization should seek the advice of a member of the Committee. They will take whatever action is necessary to ensure that Tamarack fulfills its responsibility to support and assist the person subjected to such harassment.

Report by Colleague

Where a person believes that a colleague has experienced or is experiencing workplace harassment and reports this belief to a member of the Committee, the member shall meet with the person who is said to have been subjected to workplace harassment. The member will offer support to resolve the conflict and may intervene as required and where they consider it necessary to maintain a work environment free of harassment.

Other Remedies

Individuals may pursue other remedies under the Alberta Human Rights Act or through the courts. Any member of the Committee can provide confidential information about these alternative forms of recourse.

Conclusion

Tamarack is committed to providing a safe, healthy, and rewarding work environment free of bias, prejudice, or harassment for all. We recognize that we are responsible for discouraging and preventing workplace violence and harassment, investigating every complaint of workplace harassment and violence, and imposing strict disciplinary measures if a complaint is determined. We also recognize the responsibility

to maintain confidentiality, ensure all Tamarack Representatives are aware of this policy, and provide training and resources to the Committee members to help them fulfill their responsibilities.

tamarack valley ENERGY ltd.

Workplace Harassment Prevention Policy

At Tamarack, we are deeply committed to fostering a work environment where everyone is treated with the utmost respect and dignity, regardless of their role. We unequivocally condemn any form of harassment toward all Tamarack Representatives. Tamarack is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone must uphold this policy and work together to prevent workplace harassment.

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying, or action by a person that the person knows or ought reasonably to know will or would cause offense or humiliation to a worker or adversely affects the worker's health and safety, and includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression or sexual orientation. Workplace harassment also includes a sexual solicitation or advance.

Reasonable actions taken by a manager or Supervisor regarding the management and direction of workers, including performance management, differences of opinion, or minor disagreements, are not workplace harassment. Our respectful workplace policy includes measures and procedures to protect our workers from harassment and a process for workers to report incidents or raise concerns. We will review this policy and procedures at least every three (3) years.

Tamarack will ensure that this policy and the supporting procedures are implemented and maintained. All Tamarack Representatives will adhere to this policy and the supporting procedures. Every worker must comply with this policy and our procedures. Any and all concerns about harassment must be raised, and any incidents must be reported to the Workplace Environment Committee.

Tamarack will respect the privacy of all concerned as much as possible and as required by law. Tamarack will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident or complaint, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No worker will be penalized, retaliated against, reprimanded, or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace harassment. This workplace harassment prevention policy does not discourage a worker from exercising the worker's right under any other law, including provincial human rights legislation.

Workplace Violence Prevention Policy

Tamarack is committed to preventing workplace violence and will take all reasonable steps to protect our Tamarack Representatives from the potential hazards associated with workplace violence. Violent behavior or threats of violence in the workplace are unacceptable. Tamarack is committed to eliminating or, if that is not reasonably practicable, controlling violence hazards in the workplace. Everyone must uphold this policy and work together to prevent workplace violence.

Violence, a work site or work-related, is the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes sexual violence or domestic violence that has an impact or potential impact on safety in the workplace.

Tamarack will take appropriate action to address incidents or complaints of workplace violence in a fair and timely manner. Such action will depend on the circumstances and may include mediation, investigation, education, contacting police authorities, discipline, or suspension of workers. Incidents or complaints of workplace violence will be dealt with by Tamarack and will not be ignored.

Tamarack Representative can contact any member of the Workplace Environment Committee. If the person is uncomfortable contacting a committee member, wrongdoing can be reported through Tamarack's Confidence Line by calling 1-800-661-9675.

In support of this policy, we have implemented respectful workplace procedures. The procedures include measures to protect workers from workplace violence, a means of summoning immediate assistance, and a process for workers to report incidents or raise concerns.

Tamarack will ensure that this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instructions on the policy and procedures. We will review this policy and procedures at least every three (3) years.

Tamarack will respect the privacy of all concerned as much as possible and as required by law. Tamarack will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or a complaint, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law.

No worker will be penalized, retaliated against, reprimanded, or criticized for acting in good faith while following this policy and the supporting procedures for addressing workplace violence. This workplace violence prevention policy does not discourage a worker from exercising the worker's right under any other law.