

Respect and Behaviour in the Workplace

Policy Number: 70

Policy Name: RESPECT AND BEHAVIOUR IN THE WORKPLACE

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STATEMENT OF COMMITMENT

All employees have a role to play in promoting a workplace that is based on respect and dignity. This means preventing or stopping behaviour that has the reasonable likelihood of making others uncomfortable. To this end, ArcelorMittal Dofasco is committed to the following:

- Recognizing the unique qualities and abilities of all individuals and providing an environment in which people receive fair and balanced consideration in hiring, training, and promotional opportunities, and all other matters affecting employment.
- Creating an awareness of Human Rights protections and supporting appropriate behaviours through training and education.
- Ensuring workplace discrimination and harassment are not tolerated.
- Implementing the [Workplace Violence and Harassment Prevention Program](#)
- Addressing and resolving allegations of harassment, discrimination and inappropriate behaviour in a prompt, confidential and effective manner.

The Company expects all its employees, third parties, visitors and volunteers to comply with and/or exceed the *Ontario Human Rights Code*, the *Occupational Health and Safety Act* and all other applicable laws and regulations governing their conduct and further, for everyone to maintain the highest standards of fairness and respect in the treatment of others in the workplace.

INTRODUCTION

This policy supports the employment principles of the *Ontario Human Rights Code*, and the relevant provisions of the *Occupational Health and Safety Act*, with respect to harassment and discrimination in the workplace, and is intended to guide both supervisory and non-supervisory employees in identifying inappropriate workplace behaviour, to supplement understanding of both legal and moral obligations, and to provide options for resolving disputes and concerns.

POLICY

1. DISCRIMINATION

1.1 Prohibited Grounds

Every person has the right to equal treatment in *all aspects of employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. It is also the Company's position that inappropriate or unwelcome focus or comments on a person's physical characteristics or appearance are unacceptable.

(For a complete explanation of the above prohibited grounds, as well as other relevant terms, see [Glossary of Terms](#).)

*All aspects of employment includes recruitment, hiring, training, transfers, promotions, apprenticeship terms, terminations, layoffs, rates of pay, overtime, hours of work and work schedules, vacation, benefits, discipline, performance and work assignments.

1.2 Exceptions:

Discrimination, on a prohibited ground, may be allowed where there is a genuine and reasonable requirement based on the nature of the employment or legally accepted exceptions as defined in the Ontario Human Rights Code. Where a handicap exists, the employee may be entitled to accommodation up to the point of undue hardship, in accordance with the Code. These types of cases would be determined on an individual basis.

Special programs may be implemented which are designed to relieve hardship or assist disadvantaged groups or persons to achieve or attempt to achieve equal opportunity. These programs may also be implemented to help eliminate discrimination in the workplace.

For further information on exceptions, contact Human Resources - Employee Relations.

2. HARASSMENT

2.1 Prohibited Grounds (*Human Rights Code*)

Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

2.2 Workplace Harassment

"Workplace harassment" means 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."

2.3 Sexual Harassment (*Human Rights Code*)

Definition:

Every employee has the right to be free of sexual harassment in the workplace by the employer or agent of the employer or by another employee. Sexual harassment is defined as:

- A course of unwelcome sexual comments or conduct in the workplace, either implied or specific, which is known or ought reasonably to be known, is unwelcome.
- An unwelcome advance made by a person in a position to confer, grant or deny a benefit or advancement to the person.
- A reprisal or threat of reprisal for the rejection of a sexual advance.

2.4 Inappropriate Behaviour

"Harassment" has the effect of creating a degrading, intimidating, hurtful or uncomfortable work environment and **potentially** may include (but is not limited to):

- Insulting, intimidating or humiliating comments or conduct
- [Bullying, Cyberbullying](#)
- Condescending, patronizing or paternalistic behaviour
- Written or verbal abuse or threats
- Racial or ethnic slurs or slang or name calling
- Imitating someone's accent
- Unwelcome hugging, patting, pinching, kissing or touching
- Rubbing up against a person
- Asking someone unwelcome questions about their social or sexual life
- Leering (suggestive staring) or other inappropriate, offensive or obscene gestures
- Displays of pornographic, sexist, racist or other offensive or derogatory material, including pin-ups and graffiti
- Inappropriate written notes about another employee
- Put-downs of a person's ability
- Ostracizing, alienating or putting down a person because of a perceived lack of ability

3. RESPECT AND DIGNITY

3.1 Poisoned Work Environment:

ArcelorMittal Dofasco employees and their families are a very rich mix of cultures, backgrounds and nationalities. The diverse experiences, perspectives and approaches to how work is done are varied across the organization. This is also true of changing markets or changing customer and supplier bases, where employees are now dealing with people who have cultural practices which are different from those the Company has traditionally encountered.

Some of the language, behaviours and materials that were widely used in the past, are now regarded as offensive by today's society. It is so easy to inadvertently convey or reinforce stereotypical attitudes and inaccurate information about specific cultures by using inappropriate words or messages. Some can be deemed as racist and therefore discriminatory, and contribute to a hostile or poisoned work environment.

3.2 Creating a Safe and Comfortable Work Environment:

Employees are encouraged to use a common sense approach in all their dealings with people. This means avoid making assumptions about people based on stereotypes, and it means not acting in ways that may intimidate, insult or belittle any person. It also means being sensitive to the use of language that promotes a singular perspective such as "he" or "she" when alternatives such as "they, them or employees" may be more inclusive. And, it also means being sensitive to people who do not appreciate behaviour that may make *them* feel uncomfortable.

4. RESPONSIBILITY AND RESOLUTION

4.1 Responsibility of Leadership

Leadership (anyone who has people reporting to them or occupies a supervisory position), is responsible for the development of a safe, healthy and secure work environment. Specifically, leadership is responsible for ensuring:

- The work environment is free from discrimination, harassment or inappropriate behaviour as defined in this policy.
- Employees are informed of our policies regarding Respect and Behaviour in the Workplace and Workplace Violence and Harassment Prevention Program.
- Problems, where they exist, are identified, investigated and resolved promptly. (See 4.3 Procedures for

Reporting and Investigation of Harassment)

Persons who have the supervisory authority to prevent or discourage discrimination or harassment **may themselves be charged** if they fail to prevent or discourage the behaviour, or fail to take immediate action.

4.2 Responsibility of Non-Supervisory Employees

Both supervisory and non-supervisory employees have an obligation to prevent harassment, discrimination or inappropriate behaviour in the workplace and to ensure a safe, comfortable, and non-hostile environment for everyone. This means acknowledging and valuing our differences, being open and honest about behaviour that makes you or someone else feel uncomfortable, communicating in ways that are non-threatening and inviting dialogue and seeking advice.

4.3 Procedures For Reporting and Investigation of Harassment

(a) Harassment Reporting Procedure

Any worker who is subjected to, a witness of, or has knowledge of, any workplace harassment is required to immediately report the concern to Human Resources ♦ Employee Relations.

(b) Investigations

An incident or complaint of harassment will be investigated promptly and impartially. ArcelorMittal Dofasco will make every effort to keep the incident or complaint confidential.

The investigation will be conducted by Human Resources ♦ Employee Relations.

An incident or complaint will be investigated in a manner appropriate in the circumstances. This may include an internal investigation or the use of external resources. The investigators may undertake some or all of the following procedures as deemed appropriate in the circumstances.

- Review the allegations.
- Conduct interview(s) of the complainant, potential witnesses, the subject of the complaint, or anyone with relevant information.
- Collect and review documents.
- Review the workplace or sites of the incident.

After conducting an investigation, Human Resources ♦ Employee Relations will make an objective assessment of whether there has been a violation of this policy. The outcome of the investigation will be reported to the complainant and individual that is the subject of the complaint.

The Company may reassign, or place on leave, either or both the complainant or respondent during or after the investigation.

Any person who makes a complaint in good faith, as well as anyone who participates in an investigation should not be subject to reprisals. No person shall be negatively treated for bringing forward a complaint, providing information related to complaint, or assisting in the resolution of a complaint under the Policy.

4.4 Malicious or Bad Faith Complaints

Employees must be made aware that their complaints may lead to legal action against them by any of the people involved (but not the Company), if their complaints are unfounded.

Employees who file malicious or bad faith complaints may also be subject to disciplinary action, depending on

circumstances.

5. EQUITY IN EMPLOYMENT

The Company's position on equity in employment is as follows:

Our facilities, procedures, and practices will promote equal opportunities for advancement, transfers and job assignments, and will be examined continuously to ensure that equitable treatment is achieved.

Periodic reviews and audits of the make-up of the Company workforce will be conducted to identify inequities.

Recruitment processes will enhance workforce diversity by providing the widest possible exposure to opportunities for qualified candidates.

All communication programs, documents, and materials, both external and internal, will be reviewed to ensure that they are free of biased statements or innuendoes.

Where appropriate, the Company will evaluate measures such as specialized training, equipment, etc., to recognize the needs of a particular group.

5.1 Leadership Responsibilities

Leadership must follow the principles of diversity and equity when making decisions regarding employment selection, transfers, promotions and training.

Leadership must be aware that discrimination may take place either directly or indirectly if these principles are not followed. Direct discrimination results when individuals are treated differently based on any prohibited ground as covered under the *Human Rights Code*. Indirect discrimination, also known as systemic or adverse effect discrimination, occurs when a policy, procedure or practice, which is not in itself discriminatory, has an unintended negative impact on certain groups protected under the *Human Rights Code*.

When inequities are identified, leadership is responsible for taking corrective action.

REVISION (August 3, 2012)

Policy updated to reflect Bill 171 and Bill 33 amendments to the prohibited grounds in the Ontario *Human Rights Code*.