

# Workplace Violence & Harassment Prevention Standard

**Owner: Director, Strategic HR Partnerships**

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## Purpose

Cenovus is committed to providing an environment free of discrimination, harassment and violence, where all individuals are treated with respect and feel a sense of belonging. This Standard summarizes Cenovus's commitment to protecting our workplace from violence, harassment and discrimination.

## Scope

This Standard applies to all staff performing work for Cenovus Energy Inc. and its subsidiaries (collectively "Cenovus") at a Cenovus office or field site (including any accommodations provided by Cenovus), or remotely. In addition, the Standard applies to formal and informal company social functions, conferences, training, business travel, supplier-related events, or client-related events. This Standard also applies to written and electronic communications including video platforms, emails, text messages or chats, media and social networking and website content.

Suppliers are expected to develop their own standards and/or practices to apply to their workers and any persons performing work on their behalf (including without limitation any subcontractors) providing services to or on behalf of Cenovus. Those standards and/or practices must reflect the commitments set out in this Standard and enforce behaviours consistent with this Standard.

## Roles and responsibilities

### Staff

- Understand and adhere to this Standard and related Cenovus policies and standards.
- Report any concerns under this Standard to their leader, HR Business Partner, another member of management, the Integrity Helpline and/or the Investigations Committee.

### Supervisors

- Understand and adhere to this Standard and other related Cenovus policies and standards.
- Understand what constitutes harassment, discrimination and violence and how to identify it in the workplace.
- Report/escalate any allegations of a breach of this Standard to their leader, HR Business Partner, the Integrity Helpline or the Investigations Committee.
- Maintain privacy and confidentiality, with respect to any reported concerns, except where and to the extent disclosure is necessary for reporting a complaint.
- Provide appropriate support to affected individuals.
- Understand how to identify and deal with hostile or violent situations, including when to involve Cenovus security.
- Understand the emergency response plan and support related training.
- Prevent and report retaliation, or attempted retaliation (alleged or observed), with respect to those who report concerns under this Standard to the Investigations Committee.
- Communicate workplace expectations to all individuals in relation to this Standard.
- Act on or escalate witnessed harassing, discriminatory or racist behaviours in the workplace.

## HR Business Partners

- Understand and adhere to this Standard and related Cenovus policies and standards.
- Support workers with objectivity, empathy, and confidentiality throughout investigation.
- Review, and where applicable, report/escalate concerns of a breach of this Standard to the Investigations Committee for further handling/investigation.
- Maintain privacy and confidentiality with respect to investigation and concerns reported, except where and to the extent disclosure is necessary for reporting a complaint.
- Prevent and report attempted retaliation (alleged or observed) against those who report concerns under this Standard to the Investigations Committee.
- Support the supervisor's role in identifying, handling and escalating concerns.

## Joint Health & Safety Committees

- Understand and adhere to this Standard and related Cenovus policies and standards.
- Report/escalate any allegations under this Standard to a HR Business Partner and/or the Investigations Committee.
- Maintain privacy and confidentiality, with respect to concerns reported or any corresponding investigation.
- Provide continuous improvement feedback on the Standard as issues arise.

## Standard statements

Staff must act respectfully and in accordance with the requirements of this Standard.

Any form or act of workplace discrimination, harassment or violence as outlined in this Standard is unacceptable and will not be tolerated. Staff are expected to:

- Treat each other with respect and not engage in discrimination, harassment, or workplace violence.
- Foster a culture and environment that is free from discrimination, harassment and violence including actively leading by example.
- Report incidents of discrimination, harassment or violence for further handling in accordance with this Standard's reporting protocols and the Investigations Standard.

## Workplace harassment and discrimination

Harassment includes any single or repeated incident(s) of unwelcome or objectionable conduct, comment, display, gesture or action by a person, whether intentional or not, that constitutes a threat to the person's health or safety, or that a reasonable person would find unwelcome, inappropriate, intimidating, hostile, threatening, humiliating, bullying, offensive or abusive. Harassment includes bullying and sexual harassment. Discrimination includes unfair or prejudicial treatment of people and/or groups based on protected grounds.

Harassment and discrimination may occur in person, online or via written or electronic communication.

Harassment and discrimination include but are not limited to conduct, comments, decisions or actions based on protected grounds.

## Identifying workplace harassment

Workplace harassment can take many forms, which may include:

- Insults, name-calling and offensive language and gestures (belittling).
- Inappropriate jokes.
- Unwelcome remarks or comments of a discriminatory nature.
- Intimidating, coercive or threatening actions or behaviour.
- Inappropriate comments about a person's appearance, unwelcome sexual advances
- Inappropriate questions or comments of a sexual nature or regarding gender, gender identity, gender

expression or sexual orientation.

- Displaying, sending or circulating offensive images or literature.
- Deliberate exclusion from social events or day-to-day workplace activities.
- Misuse of authority/abuse of power by someone in authority.
- Incitement of others to commit harassment.
- Any form of bullying, including cyber bullying (such as using social networking sites to post derogatory messages, videos or images).
- Rumors or gossip perceived as hostile about a worker, including without limitation speculating about someone's sexual orientation, gender identity or other protected grounds.
- Any other unwelcome conduct, comment or action that may reasonably be perceived as offensive, disrespectful or discriminatory.

### What is not workplace harassment

Workplace harassment excludes any reasonable action taken by an employer or supervisor relating to the management of staff, such as performance reviews, direction, coaching, feedback, counseling, and disciplinary action where necessary, provided they are conducted in a respectful, professional manner and in accordance with Cenovus policies, standards and procedures.

Examples include:

- Reasonable actions taken by the employer or supervisor to manage day-to-day operations, staff work performance and the assignment of tasks.

### Workplace discrimination

Discrimination is the action, policy, practice, decision or treatment of a person or a group in a way that negatively distinguishes them from other people based on certain personal characteristics or protected grounds.

Cenovus does not tolerate discrimination and requires that all workers refrain from discrimination while engaged in Cenovus work, while on Cenovus premises and worksites or in any other interactions with Cenovus employees or other workers.

For additional details on Cenovus's expectations with respect to avoidance of discriminatory conduct in the workplace in the United States, please see the Equal Employment Opportunity, Sexual and Other Unlawful Harassment, Disability and Accommodation and Religious Accommodation policy documents and applicable legislation.

Regarding Cenovus's expectations with respect to avoidance of discriminatory conduct in the workplace in the Asia Pacific region, to the extent there is any conflict or inconsistency with the terms of this Standard, the standards and requirements set out in the applicable local legislation shall apply.

### Workplace violence

Cenovus is committed to maintaining a workplace free of violence or the threat of violence. Workplace violence, whether at a work site or work-related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause or threatens physical or psychological injury or harm, and includes domestic and sexual violence.

Examples of workplace violence may include:

- Threatening behaviour like shaking fists, destroying property, uttering threats, or throwing objects.
- Verbal or written threats (any expression of intent to cause harm).
- Physical attacks or assaults such as hitting, shoving, slapping, pushing or kicking.
- Use of technology to intimidate or induce fear of personal safety.
- Stalking.
- Domestic or sexual violence that becomes a workplace hazard and/or occurs in the workplace.

## Reporting

We all have a responsibility to report violations or suspected violations of this Standard, including workplace discrimination, harassment and violence observed in the workplace or at Cenovus related events or travel. Reporting should follow the steps outlined in the Workplace Violence & Harassment Prevention Process (reporting process), and/or the grievance process where employees are covered by a collective agreement.

If an individual feels comfortable, they are encouraged to first attempt to deal directly with the person, informing them that their behaviour is unwanted, inappropriate and asking them to stop. Keep a record of the incident(s) experienced with details that would include date(s) of event(s), location(s), what happened, behaviour(s), witnesses and effects.

In a workplace violence situation or where someone's physical security may be threatened, law enforcement should be contacted immediately. Enterprise Security & Investigations or site-security may also be contacted and will liaise with law enforcement.

This Standard and resources referenced herein are not intended to discourage or prevent a worker from contacting relevant authorities or exercising any legal rights pursuant to any law, including human rights laws.

## Retaliation

Retaliation against anyone who makes a complaint under this Standard, or who has participated in or provided information in support of an investigation, is prohibited, and is considered a breach of this Standard and the Code of Business Conduct & Ethics. Retaliation does not include corrective action arising out of a bad faith complaint.

## Compliance and enforcement

### Monitoring

Human Resources is responsible for monitoring compliance with this Standard through periodic review and assessments.

### Consequences of non-compliance

Concerns reported under this Standard will be promptly reviewed by the Investigations Committee and/or Human Resources and where appropriate, investigated.

Anyone found in violation of this Standard may face disciplinary action up to and including termination of employment or services.

Individuals who threaten others, exhibit threatening behaviour, or engage in violence on Cenovus premises or online may be removed from site and/or have their virtual access suspended. Individuals removed from site and/or having their access suspended may also be suspended from re-entering company premises pending the outcome of an investigation.

Filing a malicious false concern or acts of retaliation against complainants or witnesses will not be tolerated and will be subject to disciplinary action up to and including termination of employment or services.

### Privacy and confidentiality

In keeping with this Standard, Cenovus has a process to escalate concerns relating to the issue of workplace discrimination, harassment and violence. Details are kept confidential to the extent possible, except as required to review the complaint, to inform individuals of a specific or general threat of violence or potential violence, or as required by law.

## Support

- Supervisors
- HR Business Partners
- Integrity Helpline
- Investigations Committee
- Employee and Family Assistance Program (EFAP)
- Joint Health & Safety Committee (JHSC)

## Related policies and standards

- [Acceptable Use of Information Technology Standard](#)
- [Code of Business Conduct & Ethics](#)
- [Human Rights Policy](#)
- [Investigations Standard](#)
- [Privacy Policy](#)
- [Staff Personal Data Privacy Standard](#)
- [Social Media Standard](#)
- [Work Health Standard](#)
- [Workplace Violence & Harassment Prevention Process](#)

## Glossary

See the [Corporate Glossary](#) for full list of company definitions.

**Company/Cenovus premises:** Includes, but is not necessarily restricted to, all land, property, structures, installations, vehicles, and equipment owned, leased, rented, operated or otherwise directly controlled by Cenovus for conducting company business.

**Individuals:** All people working on company premises, including union and non-union employees, contractors and supplier/service provider personnel.

Protected grounds: characteristics or protected grounds identified in applicable legislation which may include:

- Age
- Ancestry
- Colour
- Family status
- Gender
- Gender expression
- Gender identity
- Marital status
- Mental/physical disability
- Place of origin
- Nationality
- Race or perceived race
- Religion
- Creed
- Sex
- Sexual orientation
- Source of income
- Or any other protected ground set out by applicable law