



## WORKPLACE BULLYING AND HARASSMENT POLICY STATEMENT (the “Policy”)

### 1.0 INTRODUCTION

Streif UK Ltd. (the “Company”) is committed to creating and maintaining a workplace environment which fosters mutual respect, integrity and professional conduct. In keeping with this commitment, the Company has established this Policy and a set of reporting/investigation procedures (the “Reporting/Investigation Procedures”) for all employees relating to the issue of workplace bullying and harassment. The Company will not tolerate bullying or harassment in the workplace and will make every reasonable effort to prevent and eliminate conduct which falls within the scope of this Policy.

### 2.0 APPLICATION AND SCOPE

All Company employees, Directors and officers are covered by this Policy. This Policy applies to all activities which take place on the Company’s premises (including interpersonal and electronic communications), or which are directly connected to the workplace and during any employment-related duties or activities, including conferences, training sessions, travel and social functions.

### 3.0 DEFINING WORKPLACE BULLYING AND HARRASSMENT

Bullying and harassment:

A includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but

B excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

C Bullying and harassment are often characterized through insulting, hurtful, hostile, vindictive, cruel or malicious behaviours which undermine, disrupt or negatively impact another’s ability to do his or her job and results in a harmful work environment of the employee. Bullying may be the result of deliberate intention or not. It is important to recognize that it is the impact of the behaviour on others, not the intent, which determines whether or not bullying has occurred. Depending upon the severity and impact of the behaviour, a single significant incident may constitute bullying, if it is found to be sufficiently offensive, threatening or intimidating. To determine whether or not bullying has occurred, each situation must be examined reasonably and objectively, based on its specific facts.

Examples of conduct or comments which might constitute bullying and harassment include:

- verbal, written or physical threats and intimidation
- insulting or derogatory remarks, gestures or actions
- shouting, yelling
- swearing and calling someone derogatory names
- targeting an individual through persistent, unwarranted criticism
- public ridicule
- vandalizing personal belongings
- spreading malicious rumours, gossip or negative innuendo.

Bullying or harassment would not include:

- disagreements, misunderstandings, miscommunication and/or conflict situations, provided the behaviour of the individuals involved remains professional and respectful

#### 4.0 EMPLOYEES' RIGHTS, ROLES AND RESPONSIBILITIES

Each and every employee of the Company is expected to support the implementation of this Policy by:

- conducting themselves in a manner which demonstrates professional conduct, mutual respect for others and which honours diversity in the workplace;
- not engaging in the bullying and harassment of others;
- participating fully and in good faith in any resolution process or formal complaint and investigation process where they have been identified as having potentially relevant information;
- reporting any bullying and harassing behaviours which they experience or observe in the workplace which may be in violation of this Policy; and
- respecting the rights to personal dignity, privacy and confidentiality pertaining to this Policy.

#### 5.0 MANAGEMENT ROLES AND RESPONSIBILITIES

While every employee is responsible for maintaining and contributing to an environment which is free from bullying, those in positions of authority over staff carry more responsibility than other employees within the Company's organization. Management personnel have additional obligations to make every reasonable effort to establish and maintain a workplace free of bullying or harassment. Related to this Policy, their responsibilities include but are not limited to:

- ensuring that employees have full access to information regarding employer policies and standards;
- respecting the rights of all parties to a fair, equitable and confidential process for responding to complaints;
- providing support to all those who participate in a problem-solving process; and
- enforcement of corrective and/or disciplinary measures, where applicable.

#### 6.0 ANNUAL REVIEW AND RELATED MATTERS

This Policy and the Reporting/Investigation Procedures which apply to it will be reviewed annually by the Company's Disclosure Committee and any changes to this Policy and the related Reporting/Investigation Procedures will be communicated to all persons to whom this Policy applies.

Employees will be provided with a copy of this Policy and the related Reporting/Investigation Procedures and are required to acknowledge that they have read this Policy when they are engaged or when this Policy and the related Reporting/Investigation Procedures are introduced or significantly revised.

IMPLEMENTED by Streif UK Ltd.



**Bill Treves**  
*Managing Director*  
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