



Bench Brewing Company Code of Conduct

Our Philosophy

Our employees are our greatest asset. Bench is committed to ensuring that our employee experience is as important, memorable, and rewarding as our guest experiences. To this end, we have thoughtfully structured our organization to provide employees with fair, competitive wages, fulsome, worry-free benefit offerings, and a work environment where diversity and inclusion is embraced and valued, skill sets are utilized to their full potential and collaborative teamwork flourishes in delivering the highest quality products and service to our guests and community.

Bench Brewing Company strives to maintain a workplace that fosters personal and professional growth for all of its employees. We aim to ensure that all staff members are treated fairly and with dignity. Thus, it is the responsibility of the Bench and all its employees to:

- Cooperate and communicate
- Encourage and consider opinions of other employees and invite their participation in decisions that affect their work and their careers
- Encourage the growth and development of fellow workers by helping them achieve both their personal goals and those of our organization
- Strive to avoid workplace conflict, and if it occurs, respond fairly and quickly to resolve it
- Administer all policies and procedures equitably and fairly; and
- Recognize that each employee has a right to be treated fairly and with dignity.

Equal Opportunity and Inclusive Employer

Bench Brewing Company is an equal opportunity employer. We value workplace diversity and inclusion and are committed to providing employees with a work environment free from discrimination and harassment. Our hiring decisions are made on the basis of candidate qualifications, competence, merit and business needs; we employ personnel without regard to race, colour, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, ethnic origin, citizenship, creed, sex, record of offences, marital status, family status or sexual orientation.

It is our policy to select the best qualified person for each position within our organization on the basis of demonstrated ability, experience, training and potential. This policy applies to all of our employment and personnel practices, including decisions regarding hiring, transfer, promotion, demotion and dismissal.

In addition, Bench is compliant with pay equity legislation, we compensate our employees based on comparable value and we do not discriminate in employment on the basis of gender.



Our Convictions

- We embrace our community and are stewards of the land
- We actively promote environmental sustainability and the preservation of natural resources
- We value and promote inclusivity and diversity
- We believe in no compromises in quality
- We believe craft beer should be approachable for all

Our Core Values

The core values at Bench are the central and underlying philosophies that drive the way we conduct our business, our employees and our interactions. These beliefs are the foundation of how we expect our employees and guests to conduct themselves, at Bench, we believe what you do is just as important as how you show up to do it.

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Belief in our Vision

Entrepreneurial

Neighbourly

Collaborative

Humble

- Passion for our beer
- Driven to win
- Commitment to quality
- Brand ambassadors
- Take pride in our work

- Initiative & ambition
- Solutions-oriented
- Resourceful
- Empowered & accountable
- Resilience

- Inclusive
- Respectful
- Friendly and kind
- Community minded
- Committed to preserving the environment
- Focus on sustainability

- One team, one dream
- Understand our interdependencies ("we" not "me")
- Come to the table with positive intent, and assume others have the same
- Help and support each other
- Make the lives of others *simpler*

- Self-aware
- Honest and genuine
- Transparent & open to feedback
- Confident but no ego
- Leadership by example, not title



Workplace Violence and Harassment Prevention Policy

Purpose of the Policy

Bench Brewing Company is committed to providing a safe, healthy and supportive work environment by treating our employees and guests with respect, fairness and sensitivity. Bench Brewing Company is committed to preventing workplace violence and harassment. This policy defines behaviour that constitutes workplace violence and harassment, and explains procedures for reporting and resolving such incidents. Bench Brewing Company is committed to providing a working environment free of violence and harassment by familiarizing all workplace parties with the related terminology as well as their individual responsibilities for prevention and corrective action. To establish this policy, Bench Brewing Company has consulted the joint health and safety committee (JHSC), human resources, and the legislation governing workplace violence and harassment in Ontario.

Policy Statement

The leadership team at Bench Brewing Company recognizes the potential for violence and harassment in the workplace. We will therefore make every reasonable effort to identify all potential sources of such risk to eliminate or minimize them through our workplace violence and harassment prevention program. Bench Brewing Company will not tolerate any type of violence or harassment within the workplace or during work related activities. Bench Brewing Company is committed to allotting whatever time, attention, authority and resources necessary to ensure a safe and healthy working environment for all employees and clients to whom we provide care.

Bench Brewing Company will take every reasonable precaution to protect an employee from physical, verbal, emotional and psychological abuse.

Definitions

Violence and harassment in the workplace can have devastating effects on employees' quality of life and organizational productivity.

Workplace violence: the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or, a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.



Workplace harassment: 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.

Physical assault: is any physical force or threat of physical force to create fear and control another person. Some examples include: hitting, blocking, shoving, choking, slapping or biting, or pulling hair; "caring" for the victim in an abusive way, threats of violence, and using a weapon or other objects to threaten, hurt or kill.

Sexual assault: is any unwanted sexual act done by one person to another. Examples include: kissing or forcing/coercing the person into kissing; touching the person's body with or without clothes on; forcing/coercing the person to masturbate; sexual intercourse (anal or vaginal), penetrating with an object; causing bodily harm; removing or attempting to remove clothing; taking advantage of a position, trust or authority to get sex; and threatening to harm someone else if the person does not agree to do any of these things.

Sexual harassment: is often interpreted as objectionable comments or conduct of a "sexual" nature. However, sexual harassment, in the broader context of unequal treatment based on gender, may refer to instances where the behaviour is not overtly sexual in nature, but is related to the person's gender, and demeans or causes personal humiliation or embarrassment to the recipient. Examples include: degrading words, rude jokes or sexual comments, name calling (e.g. "chick", "bitch"), physical contact, sexual demands, unwanted kissing or touching of a sexual nature, and insulting remarks about the person's sexual orientation, race, culture, ability, and/or income.

Threat (verbal or written): is a communicated intent to inflict physical or other harm on any person or to property by some unlawful act. A direct threat is a clear and explicit communication distinctly indicating that the potential offender intends to do harm, for example, "I am going to make you pay for what you did to me." A conditional threat involves a condition, for example, "If you don't leave me alone you will regret it." Veiled threats usually involve body language or behaviours that leave little doubt in the mind of the victim that the perpetrator intends to harm.

Verbal/Emotional/Psychological abuse: is a pattern of behaviour that makes someone feel worthless, flawed, unloved, or endangered. Like other forms of abuse, it is based on power and control. Examples include: swearing, put-downs/name calling over a period of time, labelling the victim in a derogatory way such stupid, crazy or irrational, acts of humiliation, extreme jealous behaviour, attacking the victim's self-esteem in other ways. It can also include harming pets and damaging property.

Workplace Bullying: repeated and persistent negative acts towards one or more individuals, which involve a perceived power imbalance and create a hostile work environment (Salin, 2003)



Examples of Prohibited Behaviour

Examples of the type of behaviour prohibited by this policy include but are not limited to:

- Any form of sexual harassment, including touching, petting, pinching, kissing, unwelcome sexual flirtations, advances, requests, or invitations and leering or other suggestive gestures;
- The display of visual sexual material that is offensive, or which one ought to know, is offensive;
- Bullying;
- Demeaning and/or belittling comments;
- Nicknames, remarks, jokes or innuendos related to an individual's race, sex, disability, sexual orientation, creed, age, or any other ground;
- Obscene remarks or gestures;
- Display or circulation of offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means;
- Singling out an individual for humiliating or demeaning teasing or jokes because they are a member of a protected group;
- Comments ridiculing an individual because of characteristics that are related to grounds of discrimination; and
- Creating a poisoned work environment through comments or conduct (including comments or conduct that are condoned or allowed to continue when brought to the attention of management). The comments or conduct may not be directed at a specific individual, and may be from any individual, regardless of position or status. A single comment or action, if sufficiently serious may create a poisoned environment.

Roles and Responsibilities of Workplace Parties

Employer

- Ensure that measures and procedures in the violence and harassment prevention program are carried out. Hold management accountable for responding to and resolving complaints of violence
- Ensure compliance by all who have a relationship with the organization, such as physicians, contractors, volunteers, etc.
- Post a copy of this policy in the workplace
- In consultation with the JHSC and Human Resources, conduct regular risk assessments
- In consultation with the JHSC and Human Resources, establish control measures
- In consultation with the JHSC and Human Resources, establish and deliver training and education for all employees

- Integrate safe behaviour into day-to-day operations
- Develop a reporting process for incidents of workplace violence and harassment
- Investigate all reports or threats of violence/harassment in a prompt, objective and sensitive way
- Report incidents of workplace violence to the JHSC within four days if an employee is disabled from performing their own work or receives medical attention as a result of an incident
- Take corrective action
- Provide response measures
- Facilitate medical attention and support for those involved directly or indirectly
- Ensure any deaths or critical injuries are reported to a Ministry of Labour (MOL) inspector, the police (as required), JHSC or H&S representative and trade union, as well as investigated with the JHSC. Send the report explaining the circumstances to all parties in writing within 48 hours of the occurrence. Include information and particulars prescribed by the Occupational Health and Safety Act and regulations.
- Ensure a report goes to WSIB of all accidents where a worker loses time from work, requires healthcare, earns less than regular pay for regular work, requires modified work at less than regular pay or performs modified work at regular pay for more than seven days.

Managers and Supervisors

- Enforce policy and procedures and monitor worker compliance.
- Identify and alert staff to violent persons and hazardous situations.
- Investigate all workplace violence using the organization's accident investigation procedure and form, and contact the police as required.
- Facilitate medical attention for employee(s) as required.
- Debrief those involved in the incident either directly or indirectly.
- Contact human resources to ensure the employee receives further counselling about her/his legal rights.
- Track and analyze incidents for trending and prevention initiatives.
- Immediately report a death or critical injury to an MOL inspector, the police (as required), JHSC, H&S representative and trade union, and investigate with JHSC. Report the circumstance to all parties in writing within 48 hours. Include information and particulars prescribed by the regulations.
- Issue a report to the employer and WSIB on all lost-time accidents where a worker requires healthcare, earns less than regular pay for regular work, requires modified work at less than regular pay or performs modified work at regular pay for more than seven days. Copies of accident information where



there is no critical injury must be provided to the JHSC and the trade union within four days of the occurrence, as prescribed by the Occupational Health and Safety Act.

- Ensure the workplace violence and harassment prevention program is reviewed at least once a year.

Employees

- Participate in education and training programs so you can respond suitably to any incident of workplace violence or harassment.
- Understand and comply with the violence and harassment prevention policies and related procedures.
- Report all incidents or injuries of violence/harassment or threats of violence/harassment to your supervisor immediately. Complete the Workplace Violence Incident Report.
- Inform the JHSC or the worker member of the JHSC about your concerns regarding the potential for violence/harassment in the workplace.
- Contribute to risk assessments.
- Seek support when confronted with violence/harassment or threats of violence.
- Get medical attention.
- At least once a year, participate in a review of the workplace violence and harassment prevention program.

Human Resources and Joint Health and Safety Committee (JHSC)

- Ensure you are consulted about the development, establishment and implementation of violence prevention measures and procedures (the violence and harassment prevention program).
- Make recommendations to the employer for developing, establishing and providing training in violence prevention measures and procedures.
- At least once a year, take part in a review of the workplace violence and harassment prevention program. Conduct annual training.
- The worker-designate should investigate all critical violence-related injuries.
- Immediately review reports of critical injury or death. Outline in writing the circumstances and particulars within 48 hours of the occurrence. Within four days, review written notices lesser injuries where any person is disabled from performing his or her usual work or requires medical attention.



Complaints Procedure

Step One: Reporting

Any employee who believes they have been subjected to workplace discrimination or harassment should report the matter to their manager for investigation in accordance with the procedures set out below. If an employee's manager is alleged to have engaged in workplace discrimination or harassment, the employee may report such matters to the next level of management.

A report should include details about the alleged incident(s), including the date(s), time(s) and location(s), what happened, who was involved and the names of any witnesses.

If an emergency exists and the situation is one of immediate danger, then it should be immediately reported to the police by dialing "9-1-1" as soon as it is safe to do so. A person in situation of immediate danger must at the same time take whatever steps are necessary to ensure their own safety and to protect themselves against harm or injury. Once an employee is safe, then he or she can then report the matter to management.

A manager in receipt of any report or complaint by an employee of workplace discrimination or harassment, or who otherwise becomes aware of any allegation of workplace discrimination or harassment, shall immediately notify the complaints officer.

Step Two: Workplace Investigation

The investigator, upon receipt of a complaint or allegation of workplace discrimination or harassment, shall conduct a prompt, thorough and confidential investigation into the allegation or complaint.

The Business will also conduct an investigation if it indirectly becomes aware of an incident of workplace harassment or discriminatory conduct, such as where an employee witnesses an incident of workplace harassment or discrimination or learns about it from a third party.

The Business may, at its discretion or where required, utilize the services of a third-party investigator, outside legal counsel, or such other external expertise as necessary in the circumstances.

Under no circumstances will a complaint or allegation be investigated by the individual who is the alleged harasser or by the individual who is alleged to have engaged in discriminatory conduct. Furthermore, under no circumstances will a complaint be investigated by an individual who is under the direct control of the alleged harasser or by an individual who is alleged to have engaged in discriminatory conduct.

The investigation procedure is as follows:

1. Interview with the complainant: The investigator will interview the complainant concerning the facts underlying their allegation(s).
2. Interview with the respondent: The investigator will interview the employee accused of committing the workplace discrimination or harassment. The employee will be asked for their response to the allegation(s) being made and for their side of the story.
3. Interviews with witnesses and other individuals: The investigator will then interview any other employees or individuals who may have witnessed the incidents of alleged workplace discrimination or harassment, or who may otherwise be able to provide information relevant to the investigation.
4. Records: The investigation will be documented, and the record will consist of, among other things, detailed notes of all interviews with employees and witnesses and all other information relevant to the investigation.
5. Report: The results of the investigation will be reported, in writing, to management. The results will include an assessment of the validity of the complaint.

Step Three: Action

The results of an investigation must be communicated in writing to the worker(s) who has/have claimed the alleged harassment or discrimination and to the alleged harasser, if he or she is a worker of the employer. Where an investigation results in disciplinary action, the complainant(s) and the respondent(s) will be informed in writing. If the investigation does not corroborate the complaint(s), then the complainant(s) and the respondent(s) will be advised in writing and the matter will be closed. It is important to note that the results of the investigation are not the same as the investigation report. The results of the investigation are a summary of the findings of the investigation.

If the investigation corroborates the complaint(s) to the satisfaction of the Business, then the Business will, among other things, take appropriate disciplinary action against the offending employee(s), and any other measures it deems necessary to properly address the incident and prevent future incidences of workplace discrimination and harassment. The nature and extent of any disciplinary or remedial action will be determined by the Business in its sole discretion and may include dismissal of the offending employee(s) for cause. The Business may require that a worker participate in an anger management program or other form of counselling, either voluntarily or as a condition of continued employment.

Protection from Retaliation

No retaliation or reprisals will be undertaken or tolerated against any employee who, in good faith, complains of, reports or participates in the investigation of any allegations of workplace discrimination or harassment.



Employee Cooperation

If it is necessary for the purposes of completing, carrying out or protecting the integrity of an investigation, or if it is necessary to maintain work environment that is safe and free of harassment and discrimination, the Business may require an employee to remain out of the workplace while an investigation is being conducted.

The participation and cooperation of all employees is critical to the development and implementation of this policy. The refusal or failure of any employee to cooperate with the Business is a serious form of misconduct for which an employee may be disciplined up to and including dismissal.

Confidentiality

The Business recognizes the difficulty of coming forward with a complaint of workplace discrimination or harassment and a complainant's interest in keeping the matter confidential. To protect the interests of the complainant, the respondent, persons who may report incidents of workplace harassment and the integrity of the process, confidentiality will be maintained throughout the process and information relating to the complaint will be disclosed only to the extent necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint or is otherwise required by law.

All individuals involved in a workplace investigation are expected to keep the substance of the investigation strictly confidential. Unless otherwise set out in this policy, all records of complaints, including records of meetings, interviews, results of investigations and other relevant material, will be maintained in a confidential file and will be disclosed only to the extent necessary to carry out these procedures and where disclosure is required by law.

All such records will be retained in accordance with our privacy policy and procedures.

Support for Employees Affected by Workplace Violence and Harassment

Human Resources and Management will respond promptly, assess the situation and ensure that these interventions are followed:

- facilitation of medical attention
- debriefing (by skilled professional)
- referrals to community agencies, treating practitioner and employee assistance program
- completion of incident reports, WSIB reports, reports to MOL (critical injury or fatality)
- reporting to police (as required); and
- team debriefing



Risk Assessment

Management and Human Resources (with worker involvement) assesses workplace violence hazards in all jobs, and in the workplace as a whole. It reviews risk assessments annually, as well as when new jobs are created or job descriptions are changed substantially.

Education

New employees will receive both general and site-specific orientation to the workplace violence and harassment prevention program. In addition, all employees will receive an annual review of the program's general and site-specific components. Any training developed, established and provided will be done in consultation with, and in consideration of, the recommendations of Human Resources and the JHSC.

Program Evaluation

The effectiveness of the workplace violence and harassment prevention program is evaluated annually by Human Resources and Management and reviewed by the JHSC.

Workers, managers and supervisors are accountable for establishing and implementing the policy and procedures related to workplace violence and harassment. Responsibility for complying with the health and safety policy is part of a manager's, supervisor's and worker's job description. Included in the health and safety components of job descriptions are management responsibilities for enforcing policy and procedures, investigating and responding to workplace violence and harassment.

Accountability

All workplace parties are accountable for complying with the policy, program, measures and procedures related to workplace violence.

Records

All records of reports and investigations of workplace violence and harassment are kept for five years.

Policy Review

This workplace violence and harassment prevention policy and program will be reviewed annually.