

WORKPLACE BULLYING AND HARASSMENT POLICY

PURPOSE

Island Coastal Economic Trust is committed to providing a workplace in which all employees, Board members, and Regional Advisory Committee members are treated with dignity and respect.

This policy, together with the associated procedures, outlines the prevention, reporting, and investigation of workplace bullying and harassment experienced by any employee, Board member, or Regional Advisory Committee member while carrying out Trust-related duties..

The objectives of this policy are to:

- prevent workplace bullying and harassment;
- ensure that bullying and harassment are not tolerated;
- provide a clear process for reporting and responding to incidents; and
- ensure that all individuals are treated fairly and respectfully.

SCOPE AND APPLICATION

This policy applies to all:

- employees (permanent, temporary, casual, contract, student, and interns)
- members of the Board of Directors; and
- members of Regional Advisory Committees.

It applies to bullying and harassment that occurs:

- at the workplace;
- at work-related events or activities; and
- through work-related communications, including email, messaging platforms, and social media.

WORKPLACE BULLYING AND HARASSMENT - DEFINITIONS

Workplace bullying and harassment 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.

This includes, but is not limited to:

- verbal aggression or intimidation;
- physical threats or intimidation;
- rude, degrading, or vulgar language or actions;
- undermining or sabotaging a person's work;
- spreading malicious rumours; or
- personal attacks based on an individual's private life or personal characteristics.

Workplace bullying and harassment does not include reasonable management actions taken by an employer or supervisor relating to the management and direction of workers, including performance management, work assignment, or discipline.

ROLES AND RESPONSIBILITIES

Employer Responsibilities

Island Coastal Economic Trust will:

- take reasonable steps to prevent workplace bullying and harassment;
- ensure complaints are received and investigated in a fair, impartial, and timely manner;
- take appropriate corrective action where bullying or harassment is found to have occurred; and
- ensure this policy and related procedures are communicated and implemented.

Employee, Board, and Committee Member Responsibilities

Employees, Board members, and Committee members must:

- refrain from engaging in bullying or harassment;
- report bullying or harassment that is experienced or observed; and
- cooperate in investigations and comply with this policy and related procedures.

REPORTING AND INVESTIGATION

All reports of workplace bullying and harassment will be addressed in accordance with the Trust's Workplace Bullying and Harassment Reporting and Investigation Procedures.

Investigations will be conducted in a manner that is:

- fair and unbiased;
- timely;
- respectful of all parties involved.

CONFIDENTIALITY

Information related to a complaint or investigation will be treated as confidential and disclosed only as necessary to investigate the complaint, take corrective action, or as required by law.

PROTECTION FROM RETALIATION

Island Coastal Economic Trust prohibits retaliation against any individual who, in good faith:

- reports workplace bullying or harassment; or
- participates in an investigation.

Any act of retaliation will be treated as a serious matter and addressed accordingly.

ASSOCIATED PROCEDURES AND FORMS

This policy is supported by the following documents:

- Workplace Bullying and Harassment Reporting Procedure
- Bullying and Harassment Complaint Form
- Workplace Bullying and Harassment Investigation Procedure

POLICY REVIEW

This policy will be reviewed at least every three years, or sooner if legislative or operational changes require.

Adopted by Board: February 20, 2026

Replaces: Policy adopted May 13, 2016

Next Review: February 2029