



POLICY NAME:	Respect, Inclusion, and Diversity Policy
REFERENCE ID:	GL-HUM-1216
SUBJECT:	Finning is committed to building safe, talented, and inclusive teams, where diverse perspectives are respected and valued.
REGION:	Global – All Regions
OWNER:	Chief Human Resources Officer (CHRO)
PUBLISHED DATE:	December 14, 2020
NEXT REVIEW DATE:	Once every 3 years or more often, as required.



OVERVIEW:

Finning is committed to building safe, talented, and inclusive teams, where diverse perspectives are respected and valued. Inclusion of diversity develops talent, drives better performance, and increases innovation. As a testament to our values, in 2020 Finning signed a commitment taking a [stand against racism](#). Consistent with this commitment and our values, the purpose of this Policy is to lay out our expectation of our employees, and others with whom we do business, to demonstrate respectful and inclusive behaviours in the workplace, and of our people leaders to lead inclusively. We encourage and support employees in appropriately intervening or reporting if they observe behaviours that undermine our progress. We also recognize that underrepresented and/or marginalized groups may be at higher risk of exclusionary behaviours and systemic barriers and aim to empower our employees to identify and resolve or report barriers to inclusion that may show up in our culture, physical or digital workspaces, in order to create a more consistently positive employee experience at Finning.

We acknowledge that each employee is on their own personal learning journey. Finning is committed to providing training and dialogue to support capability building in the area of diversity, equity, and Inclusion.

To promote an inclusive culture and protect the physical and psychological safety of Finning's employees, Finning is committed to ensuring all employees enjoy respect and dignity in a safe work environment, free from Discrimination, Harassment and Workplace Violence.

This Policy applies to all Finning employees, directors, and officers. We also expect our contractors and all others who choose to do business with Finning exhibit behaviours that are consistent with the objectives of this Policy.

COMPLIANCE:

Failure to comply with this policy may result in disciplinary action being taken, up to and including termination of employment.

DEFINITIONS:

1. **“Complaint”** means a verbal or written report of Harassment or Workplace Violence made by a Complainant;
2. **“Complainant”** means an individual who feels, whether subjectively or objectively, that she, he, or they have been impacted by Harassment, whether directly (as the target of Harassment) or indirectly (as a by-stander witnessing Harassment);
3. **“Discrimination”** means any intentional or unintentional behaviour or omission that results in an individual or group of individuals being treated differently based on personal characteristics without legal justification. Examples of these personal characteristics include without limitation: race, colour, ancestry, place of origin, political belief, religion or religious beliefs, marital status, family status, physical or mental disability, sex, pregnancy or pregnancy



related illness, sexual orientation, age, gender identity or expression, conviction for an unrelated offence, source of income;

4. **“Discriminatory Harassment”** means Harassment on the basis of Discrimination;
5. **“Diversity”** means the state or fact of being diverse and includes attributes in a group of individuals such as gender identity, cultural identity, race, national or ethnic origin, religion, age, sexual orientation, marital or family status, physical or mental ability, as well as management level, job function, geographic region and learning styles. It also means diverse perspectives, ideas, and ways of working to promote innovation and performance;
6. **“Finning”** means Finning International Inc., including its affiliated entities (being entities in which Finning controls or owns, directly or indirectly, more than 50% of the outstanding shares);
7. **“Harassment”** means any one or more of Discriminatory Harassment, Psychological Harassment, Bullying, or Sexual Harassment, and involves any comment, behaviour, action or conduct, that demeans, humiliates or embarrasses an individual and is known or ought reasonably to be known to be objectionable, offensive, or unwelcome. Harassment may be established in one incident, or by a series of separate incidents or patterns of behaviour. Intent is not relevant in determining whether harassment is established in any given case. Harassment does not mean the exercise of reasonable managerial discretion that may create stress, discomfort or unpleasantness for an individual, and that includes without limitation: the right of managers to assign legitimate but undesirable tasks, to implement organizational changes, to monitor employee attendance and manage employee absenteeism, to conduct performance reviews, to manage poor performance, to impose or enforce deadlines or to engage in other functions of management;
8. **“Inclusion”** or **“Inclusive”** means the behaviour of welcoming, valuing, and protecting differences of people that may be most at risk of exclusion;
9. **“Policy”** means this Respect, Inclusion, and Diversity policy;
10. **“Psychological Harassment”** or **“Bullying”** means any other form of Harassment that is not included in the definitions of Discriminatory Harassment or Sexual Harassment. Examples of Psychological Harassment or Bullying include without limitation:
 - Personally picking on a person in front of others, or in private;
 - Practical jokes that cause awkwardness, offend, embarrass or insult;
 - Patronizing or condescending behaviour;
 - Non-constructive criticism addressed in such a way as to intimidate, undermine confidence, or imply incompetence;
 - Shouting or using abusive or foul language and/or intimidating behaviour, including gestures and comments;
 - Making rude, derogatory or offensive remarks in person, by email or social media;
 - Sabotage of an individual’s work;
 - Abuse of power, authority or position;
 - Unwelcome invitations, requests or other activities, whether direct or indirect;
 - Unnecessary or unwelcome physical contact such as hugging, touching, patting, pinching or punching;

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- Spreading malicious rumours, gossiping about or damaging an individual's reputation;
 - Isolating or excluding an individual from others;
 - Threats to a person's employment or educational status, person or property;
 - Humiliating initiation or hazing practices; and
 - Making malicious or vexatious complaints about a person;
11. **"Respectful"** means showing consideration for the rights and feelings of others, treating others with courtesy and a willingness to include others with a view to ensuring a safe and professional workplace;
12. **"Respondent"** means an individual who is accused of Harassment;
13. **"Sexual Harassment"** means Harassment that is related to an individual's sex, sexual orientation, gender identity or expression; is of a sexual nature; and/or involves making a sexual solicitation or advance. Examples of Sexual Harassment include without limitation: unwelcome advances, innuendoes, flirtations, jokes or propositions of a sexual nature; unwanted requests, whether subtle or overt, for sexual favours; words, images or other material of a sexual nature; conduct of a sexual nature including leering, pinching, touching; commentary about another's appearance or body, sexual prowess or deficiencies, or one's appearance; and display of sexually suggestive objects, pictures or photos.
14. **"Workplace"** includes any Finning owned or leased premises, or any other location that has work-related implications or consequences and includes without limitation: off-site work related settings such as conferences, meetings, training sessions; customer, vendor or other business contract premises or sites; and business-related social events.
15. **"Workplace Violence"** means the threat or exercise of physical force, or an attempt at physical force by a person against another person in the Workplace that causes or could cause physical injury and includes without limitation any behaviours that threatens a person's personal safety, including bringing any weapon to the Workplace.

EXCEPTIONS:

Exceptions to this Policy are not permitted.

POLICY DETAILS:

1. **Respectful, Inclusive, and Diverse Workplace.** All individuals employed by Finning or who do business with Finning shall at all times conduct themselves in a Respectful and Inclusive manner, with a view to promoting a Workplace that is safe, supportive of Diversity and free from Harassment and Workplace Violence.
2. **Barriers to Inclusion.** All employees are empowered to identify and bring forward potential barriers to Inclusion so that Finning can work collaboratively to remove such barriers for underrepresented or marginalized individuals.
3. **Responsibilities of Managers.** Managers have a responsibility to lead by example in complying with this Policy.



4. **Complaint Resolution.** Any employee may make a Complaint under this Policy. Any Complaint is subject to resolution in accordance with the following Complaint resolution process:
 - a. **Informal Resolution.** A Complainant may choose to deal directly with a Respondent and indicate that the Respondent's behaviour is, or may be perceived as, Harassment or Workplace Violence, and request that the Respondent cease such behaviour immediately. If the Respondent agrees, then the complaint is resolved. If the Respondent does not agree or fails to respond, or if the Complainant is uncomfortable approaching the Respondent directly, the Complainant may choose to speak to the Complainant's manager, another manager, or a human resources representative to request assistance in dealing directly with a Respondent with a view to resolving the Complaint.
 - b. **Formal Report.** If a Complainant does not choose informal resolution in respect of the Complainant's Complaint, or if the Complaint is not resolved by informal means, then the Complainant may make a Complaint to the Complainant's manager, another manager, or a human resources representative. Alternatively, the Complainant may make a Complaint by way of a report through Finning's ethics and compliance website or hotline in accordance with Finning's Code of Conduct and Whistleblower Policy.
 - c. **Formal Investigation.** If a formal Complaint is made, it shall be investigated in the same manner as a report of a violation of Finning's Code of Conduct.
5. **Retaliation.** All Complaints will be protected by Finning's Whistleblower Policy, which is in place to enable employees to resolve issues without fear of retaliation.
6. **Frivolous, False, or Bad Faith Complaints.** The pursuit of Complaints that are frivolous, false, or made in bad faith has a detrimental effect on the Workplace and undermines the spirit and purpose of this Policy. Therefore, abuse of this Policy by making such a Complaint shall be considered serious misconduct for which appropriate disciplinary actions may be imposed.

REFERENCES

- Code of Conduct
- Whistleblower Policy