

Workplace Violence and Prevention Policy

Policy

Stantec provides a safe work environment for its employees, clients, subcontractors, and visitors. Stantec does not tolerate any type of workplace violence committed by or against employees.

Practice

Definition

To ensure a safe workplace and to reduce the risk of threats of violence, harassment, intimidation, and other disruptive behavior, all employees must review and understand this policy and practice.

“Workplace violence” can be broadly defined; it includes any act in which a person is abused, threatened, intimidated, or assaulted in the course of their employment. The term “workplace” includes both Stantec premises and off-site locations.

Employees, clients, subcontractors, or visitors of Stantec are prohibited from making threats or engaging in violent activities or other forms of abusive behavior such as bullying, shouting, belittling others, and so forth. Other examples of workplace violence include but are not limited to the following:

- **Physical attacks:** hitting, shoving, pushing, kicking, pinching, sexual assault, anger-related incidents, or throwing objects at another person. Physical attacks may also be directed against buildings, cars, personal property, or an organization (arson, sabotage, vandalism, theft, destruction of property).
- **Threatening behavior:** shaking fists, threatening to destroy property, brandishing a weapon, or throwing objects.
- **Direct threats:** clear and explicit communication distinctly indicating the potential offender intends to harm. Example: “I am going to make you pay for what you did to me.”
- **Conditional threats:** communication involving a condition. Example: “If you don’t get off my back, you will regret it.”
- **Veiled threats:** commonly involve body language or behaviors leaving little doubt in the mind of the victim that the perpetrator intends to harm. Example: “Do you think anyone would care if someone beat up the boss?”
- **Verbal abuse and harassment:** includes any behavior intended to trouble or cause worry to the victim that is likely to cause psychological trauma, or stress. This can include coercive or fear-inducing behavior in the form of verbal abuse, such as swearing, insults, bullying, or condescending language. It also includes pranks, rumors, and arguments, including derogatory language regarding race, religion, gender, sexual orientation, gender identity, or any other personal characteristics. Refer to Stantec’s Harassment and Discrimination Policy for more information.

Recognizing violence in the workplace

Working together, employees and leadership are in the best position to identify existing and potential hazards and the risks associated with particular locations and practices. Stantec has available workplace-specific and task-specific risk and hazard assessments for workplace violence and those will be conducted, at minimum, where local or regional legislation requires. These assessments may be performed by a designated Health, Safety, Security, and Environment (HSSE) representative (e.g., office safety and environment coordinator or regional HSSE advisor) and/or a local Joint Health and Safety Committee (JHSC) when applicable. Workplace Violence inspection forms and questionnaires are available for office activities. For field work, Stantec's project Hazard Recognition, Assessment and Control process should be applied. Please be aware that regional Human Resources representatives must be contacted if any employee-sensitive issues are discovered in the course of a workplace violence inspection or assessment.

Findings and proposed action items from local office assessments will be communicated to local management representatives for consideration and/or approval. Where a JHSC is involved, findings and assessments will also be entered into the JHSC proceedings. If no JHSC or similar committee exists, findings will be submitted directly to local management.

The local office assessment process will be dictated by legislative requirements at minimum; for some locations this is an annual assessment or when there are significant changes to the workplace. Relevant tools and information about the Workplace Violence Program can be found on The Lens under HSSE, Safe Work Practices, **Workplace Violence Prevention Program (SWP-102)**.

The risk assessment will take the following into consideration:

- Incidents of workplace violence that have occurred in the past
- Potential for risk in the types of work performed by Stantec
- Risks imposed by the circumstances under which work occurs
- Physical location and layout of the workplace or worksite

Although Stantec does not expect employees to be skilled at identifying potentially dangerous people, each employee is expected to exercise good judgment and to inform their direct supervisor and regional Human Resources representative if any person exhibits behavior that could be a sign of a potentially dangerous situation. Such behaviors may include the following:

- Discussing weapons or bringing weapons to the workplace
- Displaying overt signs of extreme stress, resentment, hostility, or anger
- Making threatening remarks
- Sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior

The results of risk and hazard assessments will be available to employees, as appropriate, and employees will be educated about identifying and preventing workplace violence.

Firearms

Stantec prohibits the possession of firearms by employees while acting in the course of their employment with Stantec. Stantec also prohibits wearing, transporting, storing, and using firearms, and prohibits the presence of firearms and other dangerous weapons in its offices and Company vehicles. Employees are also required to adhere to the client's or site owner's firearm and weapons policies when visiting a client or project site.

Any employee in possession of a firearm or other weapon while fulfilling job responsibilities may face disciplinary action up to and including termination. A client or visitor will be informed of our policy, and anyone who violates it may be reported to law enforcement authorities, if applicable. Possession of a valid concealed weapons permit authorized by the local jurisdiction is not an exemption to this policy. Any exception to the above policy must be approved case by case by Risk Management, as well as by a senior vice president or an executive vice president.

Right to assistance and confidentiality

Any employee who has been subjected to workplace violence or harassment has the right to access assistance from their regional Human Resources representative to communicate the incident and, if warranted, to pursue a complaint more formally.

Confidentiality will be safeguarded insofar as possible while recognizing other legal and business obligations of Stantec.

All parties involved in a situation may be counseled through the course of the investigation. Employees and their eligible dependents may be referred to Stantec's Employee and Family Assistance Program (or international equivalent) or to professional counseling services.

Non-retaliation

No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith or cooperating in the investigation of a complaint under this policy.

Reporting procedures

Where possible and when safe to do so, any employee who believes they have been subjected to workplace violence is encouraged to first clearly and firmly make known to the alleged harasser that harassment is objectionable and must stop. The employee should immediately report the alleged incident to their supervisor and regional Human Resources representative. However, if the employee does not feel that

it is safe to interact directly with the alleged harasser, he or she can go directly to their supervisor, Human Resources representative, or HSSE.

Details of the incident, including the date and time, nature of the violence, and names of any people who may have witnessed the violence, should be documented. This document is the victim's personal record and property. A form for this purpose can be found at the end of **Workplace Violence Prevention Program (SWP-102)**.

Reports can be made anonymously, and all reported incidents will be investigated by Human Resources and an assigned investigating team. All reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others on a need-to-know basis only.

Investigation

Reported incidents will be investigated and remedied as effectively and efficiently as possible.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated by or against any employee, client, or visitor of Stantec. Stantec will actively intervene at any indication of a possible hostile or violent situation. Any employee who is determined to have committed such acts will be subject to disciplinary action up to and including termination. In some circumstances, it may be appropriate to contact outside authorities such as the police.



Gord Johnston
President & Chief Executive Officer

August 5, 2025

Date Reviewed and Signed