

Sexual and Other Unlawful Harassment

QFS is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. QFS will not tolerate any actions, words, jokes, or comments based on a person's sex, ethnicity, colour, age, religion, disability, or any other legally protected characteristic. The aim of this policy is to prevent harassment of any kind by anyone employed by or associated with QFS.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favours or unwanted sexual attention by anyone associated with the company, whether male or female. Harassment may include references to employment status or conditions or may serve to create a hostile, intimidating or uncomfortable work environment. Harassment includes, but is not limited to, obscene jokes, lewd comments, sexual depictions, repeated requests for dates, touching, staring or other sexual conduct committed either on or off company premises. A list of sexual harassment examples can be found at the end of this policy. Please note this list is not exhaustive and only includes some of the most common sexual harassment examples.

All QFS employees and associates are responsible for helping to ensure that our workplace is kept free of sexual and other forms of harassment. If you experience or witness sexual or other unlawful harassment at work, by anyone, including supervisors, co-workers or visitors, report it immediately to your direct manager, the Manager of HR & Back Office Services or the President.

All complaints will be treated seriously, kept confidential and investigated fully. QFS expressly forbids any retaliation against employees or anyone associated with QFS, for reporting sexual or other forms of harassment. If the investigation reveals that the complaint appears to be valid, then immediate and appropriate corrective action, up to and including termination will be taken to stop the harassment and prevent its reoccurrence. If the validity of the complaint cannot be determined, immediate and appropriate action will be taken to assure all parties are reacquainted with this sexual and other harassment policy, and to avoid harassment in the future.

Examples of sexual harassment

- Demanding hugs
- Invading personal space
- Unnecessary physical contact, including unwanted touching, *etc.*
- Using language that puts someone down and/or comments toward women or men, sex-specific derogatory names
- Leering or inappropriate staring
- Making gender-related comments about someone's physical characteristics or mannerisms

- Making comments or treating someone badly because they don't conform with sex-role stereotypes
- Showing or sending pornography, sexual pictures or cartoons, sexually explicit graffiti, or other sexual images (including online, via email, text, or any form of communication)
- Sexual jokes, including passing around written sexual jokes (for example, by e-mail)
- Rough and vulgar humour or language related to gender
- Using sexual or gender-related comment or conduct to bully someone
- Spreading sexual rumours (including online)
- Making suggestive or offensive comments or hints about members of a specific gender
- Making sexual propositions
- Verbally abusing, threatening or taunting someone based on gender
- Bragging about sexual prowess
- Demanding dates or sexual favours
- Making offensive sexual jokes or comments
- Asking questions or talking about sexual activities
- Making an employee dress in a sexualized or gender-specific way
- Acting paternally in a way that someone thinks undermines their self-respect or position of responsibility
- Threats to penalize or otherwise punish a person who refuses to comply with sexual advances (reprisal or "payback").