



Safe Workplace and Anti-Harassment Statement

Safe Workplace

ITASCA is committed to the Safety and Health of our employees and those we work with as we conduct our business. This general policy governs work conducted in our offices, remotely, on site, or from home. In cases where more strict regulations apply in a certain country or at a site, the stricter regulation prevails.

ITASCA will provide a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public who may be affected by our work. This includes:

- Develop and maintain safe systems of work, and a safe working environment.
- Provide protective clothing and equipment where required for site visits and enforce its use, as well as provide employees and contractors with adequate facilities when working from our offices.
- Provide information and training for employees.
- Assess all risks before work starts on new areas of operation.
- Perform regular assessment and review of workplace risks, including travel, and mitigate risks accordingly.
- Comply with all relevant work safety laws and regulations

When working remotely, on site, or from home, ITASCA staff must:

- Take reasonable care for your own health and safety.
- Take reasonable care not to adversely affect others' health and safety.
- Comply with provided work health instructions.
- Cooperate with provided work health policies or procedures established and/or communicated by the client/third party.

Ultimately, everyone at the workplace is responsible for ensuring health and safety at that workplace. All persons responsible for the work activities of other employees are accountable for (i) identifying practices and conditions that could injure employees, clients, members of the public or the environment, (ii) controlling such situations or removing the risk to safety, or (if unable to control such practices and conditions), report these to management, and (iii) making sure employees use personal protective equipment where required.



ITASCA expects a positive and proactive attitude and performance standard with respect to protecting health, safety and the environment from all employees, irrespective of their position.

Anti-Drug Policy

ITASCA has a non-smoking policy. Smoking is not permitted on ITASCA property or in offices at any time. ITASCA has a zero-tolerance policy in regard to the use of illicit drugs on their premises or the attending of other business-related premises while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal. ITASCA does not tolerate attending work under the influence of alcohol. This may result in performance improvement action or dismissal.

Anti-Harassment Policy

This policy applies to all staff including contractors and covers all work-related functions and activities including external training courses sponsored and delivered by ITASCA. ITASCA is committed to providing a workplace free from harassment in any form including discrimination, sexual harassment, bullying, and intimidation. Behavior that constitutes harassment will not be tolerated and will lead to action being taken, which may include dismissal.

Employees must report any behavior that constitutes harassment to their Manager. Employees will not be victimized or treated unfairly for raising an issue or making a complaint. If you believe you are being, or have been, discriminated against, sexually harassed, or bullied, follow this procedure:

1. Tell the offender the behavior is offensive, unwelcome, and against business policy and should stop (only if you feel comfortable enough to approach them directly, otherwise speak to your Manager). Keep a written record of the incident(s).
2. If the unwelcome behavior continues, contact your supervisor or Manager for support. If this is inappropriate, you feel uncomfortable, or the behavior persists, contact another senior Manager or report the incident to the CEO of ITASCA.

You are entitled to feel confident that ITASCA will treat any complaint you make as confidential. If you feel more comfortable using an anonymous reporting mechanism, you can make a report through ITASCA's Online Suggestion Box:

<https://www.itscainternational.com/contact-itasca/suggestion-box-form>