

January 2013

Violence & Harassment Policy

Our commitment

At Hartec, we are committed to providing a safe and respectful work environment for all staff and visitors. No one, whether a manager, an employee, a contractor, or a member of the public, has to put up with violence or harassment at Hartec, for any reason, at any time. And no one has the right to harass anyone else, at work or in any situation related to employment. This policy is one step toward ensuring that our workplace is a comfortable place for all of us.

Employees' responsibilities

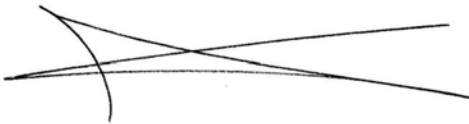
All employees have the responsibility to treat each other with respect, and to speak up if they or someone else is being harassed. All employees have a responsibility to report violence or harassment to the appropriate person. All employees are responsible for respecting the confidentiality of anyone involved in a violence or harassment complaint.

Hartec's responsibilities

As an employer, Hartec also has a responsibility to be aware of what is happening in the workplace. As President, I promise to take all incidents of violence or harassment seriously. I undertake to act on all complaints and to ensure that they are resolved quickly, confidentially, and fairly. I will discipline anyone who has harassed a person or group of people or who retaliates in any way against anyone who has complained of violence or harassment, given evidence in violence or harassment investigations, or been found guilty of harassment.

At Hartec, we will not put up with violence or harassment.

Sincerely,



Mr Gord Brock
President
Hartec Manufacturing Inc