

Respectful Workplace and Anti-Harassment Policy

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RESPECTFUL WORKPLACE AND ANTI-HARASSMENT POLICY

1.0 Application

This Policy applies to every Executive, Manager, Supervisor, and/or employee who fall under the Corix Group of Companies (“Corix”, “Company” or “We”), whether employees of Corix Infrastructure Inc. (“CII”), Water Service Corporation (“WSC”), Fairbanks Sewer & Water (“FSW”), Corix Infrastructure Services (US) Inc. (“CISUS”) or any other employee of a wholly owned company owned directly or indirectly by CII, except employees of Tribus Services Inc. Additionally, this Policy applies to independent contractors performing work for the Company or on Company premises (“Contractors”). For the purposes of this Policy and for further clarity, “employee” or “employees” includes all officers and employees on Corix’s payroll, plus all Directors of the Corix Board of Directors and all Contractors who receive remuneration from Corix.

Corix will take all reasonable and practical steps to provide employees, and others who enter our workplace, with a positive and safe work environment that is free of discrimination, harassment, and workplace violence. To that end, we have established this Respectful Workplace and Anti-Harassment Policy (“Policy”) to make it clear that we will not tolerate any conduct by someone, that:

- is discriminatory based on protected classifications or grounds as defined by law and this Policy;
- creates an intimidating, offensive, hostile or violent environment;
- constitutes bullying (including cyber bullying) and harassment (including sexual harassment); or
- adversely affects an employee’s employment opportunities as prohibited by law.

We believe that anyone entering our work environment is entitled to respectful and dignified treatment and should be provided with a safe work environment. Aggressive or violent behaviors, bullying and harassment are unacceptable and will be dealt with in accordance with the Company’s policies and procedures.

1.1 Key Descriptions in the Policy

Complainant – The person or party who reports a violation of the Respectful Workplace and Anti-Harassment Policy.

Manager – A manager is a person within middle or higher level of management, who manages the resources such as people, budgets, method, and machinery of the business unit or division.

Respondent – The person accused of violating the Respectful Workplace and Anti-Harassment Policy.

Supervisor – A Supervisor is a person who is part of the front-line management within an organization, who reports to the Manager and who implements the Manager’s decisions. Supervisors oversee the daily work and activities of front-line employees.

“They”/“Their” – The definition of “they” or “their” in this Policy is used inclusively in its singular and plural forms to pertain to male, female, non-binary /X gender employees depending on their gender identity.

2.0 Discrimination

“Discrimination” is a distinction, whether intentional or not, that is based on protected classifications or grounds established by law and this Policy, which has the effect of either imposing unlawful burdens, obligations, or disadvantages on a person or group not imposed on others outside of the protected classification(s) or who do not share the protected characteristic(s); or withholding or limiting access to opportunities, benefits and advantages available to others outside of the protected classification(s) or who do not share the protected characteristic(s).

Discrimination, includes but is not limited to, implicitly or explicitly denying employment or personal advancement to individuals or treating an employee adversely on the basis of a person’s actual or perceived classification(s) or characteristic(s) protected by law and Policy such as:

- Race
- Creed
- Color
- Ancestry
- Place of origin
- Religion
- Family status
- Marital status
- Pregnancy-related condition
- Physical disability
- Predisposing genetic characteristics
- Mental disability
- Sex
- Age
- Sexual orientation
- Military status
- Political belief
- Domestic victim status
- Gender identity or expression
- Opposing unlawful discriminatory practices
- Conviction of a criminal or summary conviction offence unrelated to their employment
- Any other characteristics protected by law; or failing to provide reasonable accommodation where required by law

3.0 Harassment

Harassment and bullying (collectively, “Harassment”) is defined as unreasonable, objectionable, unwelcome or unwanted, and/or severe or pervasive inappropriate conduct or comments (whether verbal, physical, or electronic) by a person towards another person in the workplace that the first person knows, or reasonably ought to know, would cause that second person to be offended, humiliated or intimidated, or adversely affects the terms and conditions of the second person’s employment or health and safety. Harassment includes, but is not limited to, verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their actual or perceived classification(s) or characteristic(s) protected by law as described in the Discrimination section 2.0 above.

Harassment may include, but is not limited to, words, signs, jokes, pranks, intimidation, physical contact, violence, and causing or perpetuating a hostile or offensive work environment. The work environment in

which Harassment is prohibited is not limited to a physical location (for example, the building in which an employee performs their duties), but can include off-site locations such as business trips, social settings, electronic mediums, etc.

Harassment includes, but is not limited to, a course of conduct or pattern of degrading, disrespectful, rude and unwelcome conduct that psychologically hurts or isolates someone in the workplace.

Harassment may be verbal, electronic, or physical.

Harassment is not limited to behaviors by employees. It can include behavior towards or by clients, customers, vendors, consultants, contractors, volunteers and members of the general public.

Examples of Harassment may include, but are not limited to, the following:

- Verbal abuse or threats;
- Derogatory remarks, jokes, innuendoes or taunting;
- Malicious lies;
- Relentless criticism or belittling;
- Displaying racist or other offensive pictures, screensavers, etc.;
- Sending inappropriate messages via voicemail, text, electronic mail, twitter, Facebook or other social media, or written correspondence;
- Unwelcome invitations, requests or other activities;
- Intimidation or other objectionable gestures;
- Engaging in targeted social isolation;
- Making personal attacks based on someone's private life and/or personal traits; and
- Unnecessary physical contact.

3.1 Sexual Harassment

Sexual harassment is considered a form of misconduct and any individual engaging in sexual harassment or any supervisory and managerial personnel that is aware of and who knowingly allows such behavior to continue will be disciplined in accordance with Company policies and procedures, up to and including termination.

Sexual harassment includes, but is not limited to, the following:

1. Engaging in a course of vexatious verbal or physical conduct of a sexual nature against a person in a workplace because of sex, sexual orientation, gender identity or gender expression, where the comment or conduct is known or ought reasonably to be known to be unwelcome; or such conduct creates an intimidating, hostile, or offensive work environment and prevents an individual from effectively performing the duties of their position.
2. Making unwelcome sexual demands, whether implicit or explicit, that have the potential to affect the terms or conditions of someone's employment (including compensation or promotion), where the person making the solicitation is in a position to confer, grant or deny a benefit or advancement on the basis of whether someone submits to or rejects sexual demands.

For example:

- Continuing to ask a person on a date when they have indicated they are not interested;
- Requests for sexual favors or making unwelcome sexual advances;
- Unwelcome physical conduct such as touching, patting or pinching;
- Displaying or transmitting sexually suggestive or pornographic pictures, objects, cartoons or posters;
- Sexually suggestive written or oral communications, gestures or leering;
- Referring to or calling a person a sexually suggestive name;
- Threatening, demanding or suggesting that an employee's work status is contingent upon the toleration of or submission to sexual advances; or
- Telling sexual jokes or using sexually vulgar or explicit language.

4.0 What Isn't Workplace Harassment?

Reasonable action or conduct by a Supervisor or Manager that is part of their normal work function and legitimate, constructive feedback on an employee's performance or behavior is not considered workplace Harassment. For example, a more assertive management style does not constitute workplace Harassment, provided the employee is treated with respect and dignity. This is the case even if there are sometimes unpleasant consequences, for example, discipline for poor performance or behavior. Further examples include but are not limited to, changes in work assignments, scheduling, job assessment and unfavorable performance evaluations, workplace inspections, implementation of dress codes or disciplinary action(s).

5.0 Workplace Violence

Workplace violence is not acceptable, and it is defined as the threatened, attempted or actual exercise of physical force by a person, with the intent to cause injury and includes threatening statements and/or behaviors, which cause or is likely to cause physical or psychological injury or harm, or an employee to reasonably believe they are at risk of injury. Examples of workplace violence include, but are not limited to:

- Physical acts (for example, hitting, shoving, pushing, kicking, sexual assault)
- Threats, behaviors or actions which are interpreted to:
 - a) carry the potential to harm or endanger the safety of others,
 - b) result in an act of aggression, or
 - c) destroy or damage property.

Any employee who witnesses violence, or is a victim of violence, or is aware of any imminent threat of violence, must immediately go to a safe location and report it to their Supervisor, any Manager, or the Human Resources department. At the discretion of management, the police and/or other emergency services may be called. Employees must also contact the police and/or other emergency services, if warranted in the circumstances. All employees must cooperate with all onsite emergency authorities.

The definition of Workplace Violence also includes domestic violence which exposes or likely exposes a person to injury in the workplace. If an employee is subjected to domestic violence which exposes or likely exposes another employee to injury in the workplace, or if an employee is aware of a colleague who is exposed or likely exposed to injury at work, please contact a direct Supervisor or Manager immediately to ensure proper and adequate steps are taken.

In addition, if an employee has suffered an injury or adverse symptoms as a result of workplace violence or Harassment, the employee may choose to consult a physician for treatment or referral.

6.0 Anti-Harassment Training

Corix is supportive in providing interactive anti-harassment training and education to all employees, and is committed to providing one (1) hour of interactive anti-harassment training to all employees annually and within the first six (6) months of their hire date or assumption of a supervisory role. See Appendices for more detail on any additional anti-harassment training regulations/requirements for each state or province.

6.1 Bystander Intervention

All employees shall receive training on how to intervene safely and pro-socially after witnessing any inappropriate conduct in the workplace. Bystander intervention recognizes that everyone is responsible for creating workplace culture, and it leverages awareness and responsibility of people in the work environment to define acceptable and non-acceptable behavior. It is important for all Managers, Supervisors, and employees to lead by example and intervene in a visible manner and signal to others that Harassment and other degrading behaviors are not acceptable.

At minimum, bystanders should seek out a Manager, Supervisor, or influencer to make a report, or help a target make a report. Bystanders can also help by stepping in to diffuse the situation and offer the target an escape route or speak with and show support to targets, who often feel isolated after an incident.

7.0 Responsibility

7.1 Organizational Responsibilities

The Company as a whole is responsible for ensuring that its workers are provided with a lawful and safe working environment. To ensure this is the case, we will not tolerate any Harassment, discrimination, or workplace violence and will take reasonable and practical steps to prevent where possible, or otherwise minimize, this type of behavior. As part of this responsibility, the Company will attempt to ensure that all workers are provided with requisite information, instruction, training and supervision necessary to promote a positive and safe workplace.

In addition, when necessary and in accordance with applicable laws, the Company will conduct workplace violence risk assessments to determine whether the nature of the work or the work environment may place employees at risk of violence. In consultation with the Health and Safety Committees and Human Resources department, we will take all reasonable and practical measures to minimize or eliminate risks identified through the risk assessment process, workplace inspections, and/or the occurrence of an incident.

7.2 Manager Responsibilities

Executives, Managers, Supervisors, or any person within this Company who supervises one or more employees (“Management”) are required to take immediate and appropriate action to report or deal with incidents of Harassment, discrimination or workplace violence, whether brought to their attention or personally observed.

Management is also personally required to uphold and comply with the Company’s Respectful Workplace and Anti-Harassment Policy, at all times, by refraining from engaging in any form of Harassment, discrimination or workplace violence.

7.3 Employee Responsibilities

Employees are expected to act in a manner consistent with this Policy and to promote a positive and safe environment for all, thereby enabling the maximum potential of each employee. All employees are expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited discrimination or Harassment.

Any employee who witnesses or experiences Harassment should report it immediately in accordance with the Complaint Procedure in Section 8.0 of this Policy.

7.3.1 Participation in the Investigation Process

All employees who are involved in the alleged violation of this Policy either as a witness, a victim or the person who allegedly violated the Policy, are encouraged to participate in the investigation of any allegations of violations of this Policy. The Company reserves the right to draw an adverse inference against any employee or other individual covered by this Policy who refuses to participate in a Company investigation carried out under this Policy.

8.0 Complaint Procedure

If an employee experiences any workplace Harassment or unlawful discrimination, or are aware of any incidents that may violate the Respectful Workplace and Anti-Harassment Policy, we encourage the employee to adopt the following approach:

- Provided they feel safe to do so, tell the person that their behavior is unwelcome and that it must stop. This informal approach is preferable to resolve workplace issues although this is not always possible;
- If the complainant is not comfortable approaching the person, or if the response from the respondent is unsatisfactory, the complainant should contact their Supervisor or Supervisor’s Manager or a more senior Manager, to discuss the situation;
- If the complainant feels the action taken or the response given is unsatisfactory, they can request a further review through other Senior Management (such as the Vice President or Director responsible for that group) or the Human Resources department. This may be done verbally or in writing, depending on the complainant’s preference; or
- In the alternative to the above, a complainant can submit a complaint or anonymous complaint *at any time* to the **Corix Confidential Reporting line** at **Toll Free: 1-844-420-9066** or submit a complaint on the Company’s Website: www.corix.ethicspoint.com

All incidents of workplace violence, including domestic violence, must be reported to a Supervisor or Manager immediately. If a threat is imminent, employees must advise a direct Supervisor or Manager if possible and/or contact local authorities.

9.0 Investigating Potential Violations of the Respectful Workplace and Anti-Harassment Policy

Corix will promptly and thoroughly investigate good faith complaints of potential violations of the Respectful Workplace and Anti-Harassment Policy in order to protect employees and Management in accordance with Company policies and procedures and the law.

All good faith reports of potential violations of the Respectful Workplace and Anti-Harassment Policy will be taken seriously and investigated promptly, impartially and discreetly, by the Human Resources department and/or Legal or an alternate internal or external investigator, if deemed necessary, in accordance with the process set out below:

1. Once a complaint is received, it will be kept strictly confidential except to the extent required to investigate the matter thoroughly, or as required by law. An investigation will be undertaken promptly to determine what necessary steps need to be taken to resolve the problem. An investigation may be informal or formal depending on the severity of the allegations raised and in the sole discretion of Corix.
2. Both the complainant and the respondent will be interviewed, as well as any individuals who may be able to provide relevant information. Any relevant evidence will be reviewed. All information will be kept in confidence to the extent possible. If disclosure is necessary, this will be done on a need to know basis to ensure a fair, proper and thorough investigation is conducted.
3. If the investigation reveals evidence to support the complaint, the person who violated the Policy will be disciplined appropriately. Discipline may include written warning, suspension with or without pay or other forms of discipline, up to and including termination of employment (dismissal). The discipline and/or facts related to the incident may also be documented in the offending party's Human Resources file. If the investigation reveals evidence to support the complaint, and the person who violated the Policy is a Director of the Board of Directors, the decision regarding the consequence(s) for this person will be decided by the Board of Directors. If the investigation reveals evidence to support the complaint, and the person who violated the Policy is a Contractor, the decision regarding the consequence(s) for this person will be decided by the President & CEO.
4. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the person accused of breaching the Policy.
5. Upon completion of an investigation, the appropriate parties will be notified promptly of the determination to the extent permitted by privacy law. Where required by law, or where deemed appropriate in Corix's sole discretion, the parties will be notified in writing.

10.0 Prohibition of Retaliation

Retaliation against a complainant or any participant in the investigation of a complaint of discrimination or Harassment under this Policy is strictly prohibited. This includes dismissal, demotion, unwanted transfer, denial of opportunities within the Company or Harassment of an individual as a result of having made a complaint or having provided evidence or information related to a complaint.

Corix will not tolerate retaliation against a complainant or any other employee for reporting a violation of this Policy in good faith, or for participating in an investigation. Any employee who retaliates against an employee involved in an investigation will be subject to disciplinary action, up to and including termination. Any employee who believes that they have been the subject of retaliation in violation of the Policy, should contact their Supervisor, Manager, or member of the Human Resources Department.

11.0 Consequences for Violations of the Respectful Workplace and Anti-Harassment Policy

If Corix determines that an employee has discriminated against, harassed, bullied, or used violence against another employee, it will take appropriate disciplinary action against the offending employee, up to and including termination of employment. Any individual who engages in discrimination or Harassment will be subject to disciplinary corrective action. Corrective action includes, but is not limited to the following:

- Verbal warnings
- Written warnings
- Suspension
- Discharge

The Company will decide what corrective action will be taken based on the specific facts of each situation.

If, after investigating any complaint of Harassment or unlawful discrimination, Corix determines that the complaint was not made in good faith or that an employee has knowingly or recklessly provided false information regarding the complaint, Corix reserves the right to take disciplinary action against the individual who filed the complaint in bad faith or who gave the false information up to and including termination of employment.

CONTACT INFORMATION

For questions regarding this Policy, please contact your Manager or Supervisor, or the Human Resources Department. The Corix Confidential Reporting information is below:

Corix Confidential Reporting Line at Toll Free: 1-844-420-9066

Corix Confidential Reporting Website: www.corix.ethicspoint.com

REVIEW PROCESS

This policy shall be reviewed by the Human Resources department on an annual basis and as otherwise required by applicable laws.

RELATED POLICIES

Corix Group of Companies Policies:

Code of Business Conduct and Ethics Policy

Corix Group of Companies – Business Unit Policies*:

Discipline Policy (Canada)

Electronic Communication Device Policy (FSW)

Employment Equity Policy (Canada)

Infrastructure Services Asset Usage Policy (Canada)

Internet and Email Use Policy (FSW)

Social Media Policy (Canada, Utilities Inc., FSW)

Violence Prevention Policy (Canada)

**Note: As at January 2020, the above referenced Business Unit related policies may not be applicable to all business units as Corix is in the process of updating and standardizing policies across the Corix Group of Companies; these are noted here for reference purpose and will be addressed over the next year and standardized and/or updated accordingly.*

HISTORY

Policy Owner: Human Resources

Corix Group of Companies - New Policy: January 2020

Effective Date: January 2020

Version: Corix Group of Companies - Version 1.0

Note: This Policy has been established effective January 2020 for all Corix Group of Companies (as defined within this policy document) and shall replace and supersede similar policies that had existed at Corix Infrastructure Inc. and/or its subsidiaries (except Tribus Services Inc.).

APPENDICES – ADDITIONAL SPECIFIC JURISDICTION LAWS AND REGULATIONS

The appendices below specify the current laws and regulations in place at the time of this Policy's approval; however, Corix at all times complies with all the minimum required laws and regulations in place in what ever jurisdiction it operates.

Canada

Appendix A: Alberta

The Company is committed to eliminating or, if that is not reasonably practicable, controlling the hazards of harassment and violence.

The Company will investigate any incidents of harassment or violence and take corrective action to address the incidents.

The Company will not disclose the circumstances related to an incident of harassment or violence or the names of the complainant, the respondent, or any witnesses, except:

- (a) where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident;
- (b) where necessary to inform employees of a specific or general threat of violence or potential violence (but only the minimum amount of personal information that is necessary to inform workers of a specific or general threat of violence or potential violence); or
- (c) as required by law;

This Policy is not intended to discourage employees from exercising rights pursuant to any other law, including the Alberta Human Rights Act.

Filing Claims

In Alberta, employees may file a complaint with:

- **Alberta Human Rights Commission**
Website: <https://www.albertahumanrights.ab.ca/complaints/Pages/complaints.aspx>
Email: humanrights@gov.ab.ca

For employees who suffered from a diagnosable injury or illness on the job (including from workplace violence):

- **Workers Compensation Board Alberta**
Website: <https://www.wcb.ab.ca/>
Phone: 1-866-922-9221 or 1-800-661-9608

Training Requirements

In Alberta, employees will be trained on the following:

- the recognition of harassment;
- the policies, procedures, and workplace arrangements that effectively eliminate or control harassment;
- the appropriate response to harassment including, procedures for obtaining assistance; and
- procedures for reporting, investigating and documenting incidents of harassment.

Appendix B: British Columbia

Training Requirements

In British Columbia, employees will be trained on the following:

- recognizing the potential for bullying and harassment;
- responding to bullying and harassment; and
- procedures for reporting, and how the employer will deal with incidents or complaints of bullying and harassment.

Filing Claims

In British Columbia, employees may file a complaint with:

- **BC Human Rights Tribunal**
Website: <http://www.bchrt.bc.ca/complaint-process/steps.htm>
Email: BCHumanRightsTribunal@gov.bc.ca
Phone: 604-775-2020

For employees who suffered from a diagnosable injury or illness on the job (including from workplace violence):

- **WorkSafeBC**
Website: <https://www.worksafebc.com>
Phone: 1-888-967-5377

Appendix C: Ontario

Training Requirements

Corix will ensure that supervisors complete a basic occupational health and safety awareness training program within one week of working as a supervisor. Training for supervisors should include:

- how to respond appropriately and sensitively to complaints or disclosures of harassment;
- how to collect pertinent information about the complaint;
- how to investigate a complaint or otherwise take action;
- how to deal with confidentiality before, during, and after an investigation; how to document an investigation; and
- how to keep records.

Filing Claims

In Ontario, employees may file a complaint with:

- **Human Rights Tribunal of Ontario (HRTO)**
Website: www.sjto.gov.on.ca/hrto
Phone: 1-866-598-0322

For employees who suffered from a diagnosable injury or illness on the job (including from workplace violence):

- **Workplace Safety and Insurance Board**
Website: <https://www.wsib.ca/en>
Phone: 1-800-387-0750

USA

Appendix D: Illinois

Anti-Harassment Training

Effective 1 January 2020, Corix will provide sexual harassment prevention training to all employees who work in or reside within the state each year. The annual required sexual harassment training program will include, at minimum:

- An explanation of sexual harassment.
- Examples of conduct that constitutes unlawful sexual harassment.
- A summary of federal and state statutory provisions, including remedies available to victims of sexual harassment.
- A summary of the responsibilities of employers for prevention, investigation, and corrective measures of sexual harassment.

Workplace Violence

Under the Illinois Workplace Violation Act, Corix may seek an order of protection to prohibit further violence or threats of violence by a person if an employee has suffered unlawful violence or a credible threat of violence from the person and the unlawful violence has been carried out at the employee's place of work or the credible threat of violence can reasonably be constructed to be carried out at the employee's place of work by the person.

In order to do so, Corix must provide proof there was a credible potential threat against the. Furthermore, Corix must show through an affidavit that there is sufficient evidence an employee has suffered a threat or there is a credible potential threat that could be faced by the workplace.

A credible threat of violence is defined as a statement or course of conduct that does not serve a legitimate purpose and that causes a reasonable person to fear for the person's safety or for the safety of the person's immediate family.

Appendix E: Oklahoma

Anti-Harassment & Sensitivity Training

Corix will provide sexual harassment prevention and sensitivity training to all employees who work in or reside within the state each year.

Appendix F: Pennsylvania

Anti-Harassment & Sensitivity Training

Corix will provide sexual harassment prevention and sensitivity training to all employees who work in or reside within the state each year.

COMPLAINT PROCEDURE GUIDE

Respectful Workplace and Harassment Complaint Procedure

Corix Group of Companies

Step 1



Step 2



Step 3

Tell the person that their behavior is unwelcome and that it must stop (this is not always possible)*.

**If a threat is imminent and/or you are in danger, immediately advise a supervisor or manager and/or contact the local authorities right away.*

If you are not comfortable approaching the person, or if the response from step 1 is unsatisfactory, contact your or their supervisor/manager or a more senior manager to discuss the situation.

If the response from step 2 is again unsatisfactory, request further review through senior management or an executive to discuss the situation.

OR

As an alternative to the above, you can submit a complaint directly to the **Corix Confidential hotline** at *any time*.



Report the inappropriate behavior using the Corix Confidential Reporting Line.

All reports will be kept confidential to the extent possible as permitted by applicable law in each state or province.

Toll-Free Telephone: 1.844.420.9066

Website: www.corix.ethicspoint.com