



**Bole Construction Inc**

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## RESPECTFUL WORKPLACE POLICY

It is the intent of this letter to state that Bole Construction Inc (BCI) is fully committed and obliged to treat our employees, sub-contractors, vendors, suppliers and our clients with respect and dignity. This policy extends to all office spaces, worksites, vehicles, and any and all places where BCI employees are executing their prescribed duties. All individual employees of BCI are accountable for creating, nurturing and sustaining a Respectful Workplace.

This policy reflects BCI's commitment to ensure that all those who work with BCI do so in a Respectful Workplace, fully in accordance with our Statement of Ethics and Values. A Respectful Workplace does not include aggressive or demeaning behaviors, negative, insulting or inappropriate communications, racism, sexism, religious discrimination, bullying, humiliation and / or intimidation. Any of these behaviors can be considered disrespectful conduct.

Disrespectful conduct does not include the legitimate job-related actions performed in good faith by management and supervisors, such as direction and guidance, job assignments, performance reviews, attendance reviews, and the implementation of disciplinary or corrective actions.

The Management and Supervisors of BCI have the added responsibility of enforcement of this policy. Further, under the authority of this policy, all employees who witness disrespectful behaviors in the workplace are expected to report the incidents to management.

*Kevin O'Sullivan*

Kevin O'Sullivan  
President  
Bole Construction Inc