

OPT Holdings Ltd.

Safety Policy and Occupational Health and Safety Program

Safety Policy

The company is committed to a safety program that protects its staff, its property and the public from accidents.

Employees and management, are responsible and accountable for the company's overall safety initiatives. Participation by everyone is necessary for the safety among all workers on the job site. Sub-contractors and tenants of the company are independent businesses and must have their own policy and safety plan in place

Management supports participation in the program by all employees and provides proper equipment, training and procedures. Employees are responsible for following all procedures, working safely, and, wherever possible, improving safety measures.

An injury and accident-free workplace is our goal. Through continuous safety and loss control, we can accomplish this.

Occupational Health and Safety Program

In line with WorkSafeBC requirements, the company has an informal safety program. Details of the program are in the binder with the first aid kit on site and at mobile locations as required.

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Workplace Bullying and Harassment Policy

Additional resources and an explanation of legal duties can be found at www.worksafebc.com/bullying/.

1. Workplace conduct

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

2. Bullying and harassment

- (a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but
- (b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

3. Workers must:

- not engage in the bullying and harassment of other workers
- report if bullying and harassment is observed or experienced
- apply and comply with the employer's policies and procedures on bullying and harassment

4. Application

This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and electronic communications, such as email.

5. Annual review

This policy statement will be reviewed as required. All workers will be provided with a copy.