

# Equal Opportunity Policy

## Purpose

Cassiar's Equal Opportunity Policy expresses the Company's commitment to promote equality and conduct its business according to principles of social justice, respect and freedom of expression when dealing with diversity in the workplace.

## Scope

This Equal Opportunities Policy applies to all prospective or current directors, officers, employees and consultants of Cassiar, as well as contractors and visitors.

## Policy Elements

Discrimination in the workplace is any kind of direct or indirect negative action or attitude towards a person that is founded in one or more of their characteristics, which are subject to protection by law, and that might create an intimidating, threatening or uncomfortable environment of employment.

This policy applies to all grounds of prohibited discrimination, including but not limited to:

1. gender;
2. sexual orientation;
3. ethnicity or nationality;
4. religion of beliefs;
5. age;
6. disability;
7. medical history; and
8. marital status.

Areas where Cassiar will engage in preventive as well as affirmative action to ensure equal opportunity include, but are not limited to the following:

1. hiring;
2. training;
3. performance evaluation;
4. promotions;
5. compensation;
6. benefits; and
7. termination.

The list is by no means exhaustive and any other process or function will also be subject to applicable laws and Company policies.

Cassiar will strictly refrain from demonstrating bias or prejudice towards individual differences which will be valued and protected. Cassiar is committed to providing directors, officers, employees and consultants a discrimination-free work environment that allows everyone feel that their worth and rights are respected.

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## Actions

The Company is committed to promoting equal opportunity, and strives to achieve this objective through:

1. use of inclusive, diversity-sensitive language in all official documents, signs etc.;
2. modification of structures and facilities to accommodate people with disabilities;
3. leave and flexible work arrangement policies to provide for parental, medical or other needs;
4. hiring, training and evaluation processes that do not focus on characteristics irrelevant to employment, job specifications, qualifications, productivity etc.;
5. inclusion of religious or national holidays of all people that are part of the workforce in the Company's official schedule and arrange their leaves upon request;
6. open door practices to make the reporting of unlawful discriminatory conduct easier;
7. active encouragement of directors, officers, employees and consultants to propose improvements; and
8. explicit prohibition of discrimination and clearly defined consequences.

## Grievance Procedures

Management is responsible for ensuring that policies of equal opportunity are applied at all times and that all procedures and practices are free of discrimination. All staff are obliged to follow legal guidelines and the principles of this Equal Opportunity Policy.

If you feel that you are being discriminated against or harassed, or see or suspect discrimination or harassment, you are encouraged to immediately inform the alleged discriminator or harasser that the behaviour is unwelcome. If the alleged discriminatory behaviour or harassment continues, you should report the potential violation to your immediate supervisor. Once reported, a prompt investigation will be conducted. Should the investigation establish that an individual has breached this policy, disciplinary action may be taken against such individual. Confidentiality will be maintained throughout any investigation and information regarding the complaint will only be disclosed to the extent necessary to carry out these procedures.

## Disciplinary Consequences

If it is determined that a party has been exhibiting discriminatory behavior, such party may be subject to disciplinary repercussions that vary in regards to the severity of the violation. Possible consequences will include reprimand, demotion, suspension or termination. Involuntary or indirect discrimination will be resolved through training, counseling and modification of procedures to ensure fair treatment.