

# Health & Safety Policy

## Workplace Violence & Harassment Policy



○ DATE

January 2, 2025

○ FROM

Ryan Kruyne, CEO

KOTT Inc. (KOTT) is committed to the prevention of occupational injury and illness, and to the personal safety of all employees. We will consistently provide our employees with a healthy and safe working environment that is designed, operated and maintained in accordance with established occupational health and safety standards.

KOTT will ensure that all laws and regulations pertaining to occupational health and safety are strictly adhered to. KOTT is committed to the principle that no job or task is so important that it cannot be performed without taking full account of the health and safety risks involved, and protecting against these risks by taking every precaution reasonable in the circumstances.

Fundamental to our commitment to health and safety is education and training. Employees are entitled to receive all available information necessary to perform their work safely, and without undue risk to themselves or others.

Workplace violence and harassment as defined in Bill 168 are unwelcome behaviours that have no place at KOTT, including virtually through the use of information and communications technology that is known or ought reasonably to be known to be unwelcome. Our priority is to protect our employees, environment and assets from illness, injury and risk associated with any incident of violence or harassment within the workplace. Every effort will be made to correct potential risks brought to our attention. We have implemented procedures to eliminate or minimize the risks.

KOTT is committed to providing all employees with the right to work without fear of sexual harassment. Per Bill 132, all employees are entitled to a safe and healthy workplace, free from sexual harassment. KOTT does not tolerate sexual harassment of any kind. KOTT regards sexual harassment as unacceptable behaviour that is subject to disciplinary measures. KOTT will not tolerate behaviour that contributes to a hostile and inequitable working environment. Harassment, if left unchecked, has the potential to escalate into violent behaviour. All levels of management will intervene when we see this behaviour.

Each KOTT Manager and Supervisor is responsible for ensuring that the working conditions and practices in their jurisdiction are healthy and safe and strictly adhered to. All levels of management are held accountable for ensuring the prevention of accidents and injuries, and will have their performance appraised accordingly.

Each employee is responsible and accountable for performing their tasks in a manner that ensures their own safety and that of their fellow employees. All employees, regardless of occupation or position, are expected to apply their knowledge of safe conduct and safe conditions while at work, and to share this knowledge with fellow employees. We will continually improve and evolve, developing and implementing procedures that reduce the number of accidents and incidents in our work place.

Cooperation is a key ingredient to creating a strong safety environment. KOTT Inc. is committed to providing all employees with the opportunity for meaningful involvement and participation in the development and implementation of safety programs, and to promote openness and positive attitudes throughout the organization.

We want KOTT to stand as an example of excellence to our staff and our customers.

A handwritten signature in black ink, appearing to be 'Ryan Kruyne', written over a horizontal line.