



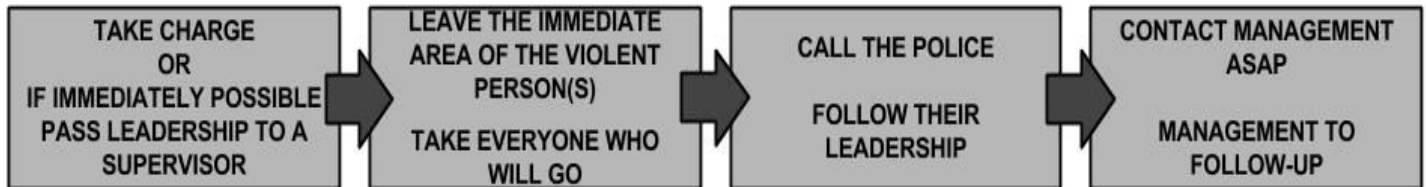
NWO Well Services Ltd: OH&S Violence & Harassment Procedures

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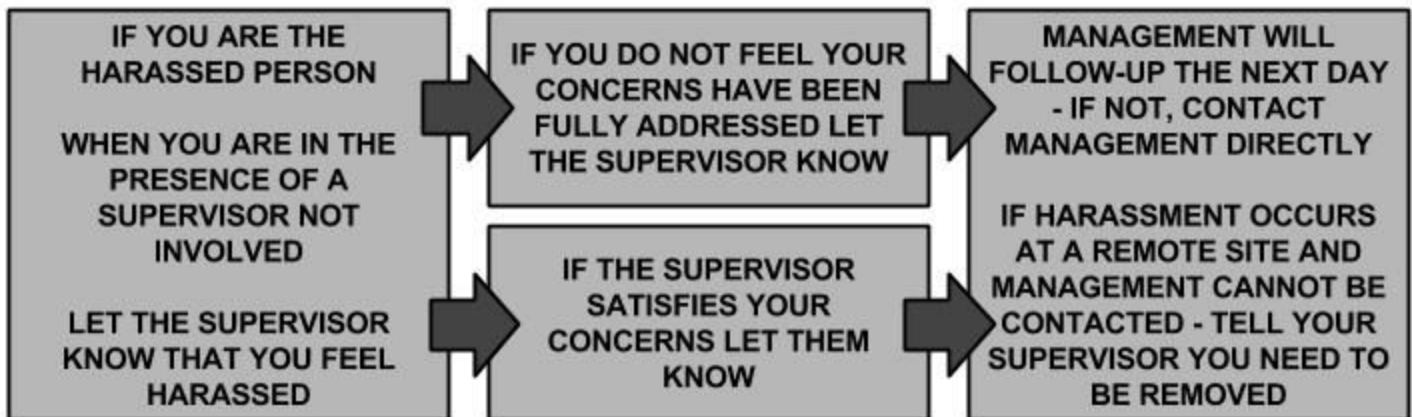
SITUATIONS INVOLVING VIOLENCE, THREATS, AND HARASSMENT ARE STRESSFUL AND FAST PAGED. FOR THIS REASON THESE PROCEDURES ARE PRESENTED IN FLOWCHARTS.

FOR EMPLOYEES

WHEN VIOLENCE OCCURS OR IS THREATENING TO OCCUR:



WHEN BEING HARASSED OR WITNESSING AN EMPLOYEE BEING HARASSED:



NOTES

- WHILE THE VIOLENT OR HARASSMENT SITUATION IS ONGOING, ALWAYS KEEP IN MIND THAT THESE PROCEDURES ARE TO PROTECT YOU AND YOUR COWORKERS. WHEN IN DOUBT, PROTECT YOURSELF AND YOUR CO-WORKERS IN THE SAFEST MANNER POSSIBLE.
- WHEN IMMEDIATE THREAT IS OVER, WRITE DOWN EVERYTHING YOU CAN REMEMBER THAT HAPPENED. INCLUDE DATE AND TIME. PASS THESE NOTES ON TO THE POLICE AND OR MANAGEMENT.

FOR MANAGEMENT

FOLLOW THE SAME PROCEDURES ABOVE, EXCEPT THAT- YOU ARE TO TAKE CHARGE UNTIL THE POLICE OR A MORE SENIOR MANAGER TAKES LEADERSHIP OF THE SITUATION.

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NWOWS OH&S Book: Part 2: Follow-up procedures for situations involving violence and harassment

Violent situations:

1. Management is to either have all staff return to the yard for a meeting, or is to go to the site instead.
2. At the meeting the manager must involve all employees at the site involved in the situation with the following tasks:
 - a. Ask all employees, one at a time, if they feel that the situation is now safe to return to work.
 - b. On the spot, create with employees, a draft plan to avoid situations similar to this in the future.
 - c. Offer any employee that wishes, sick leave in reasonable proportion to the situation.
3. After the meeting management is to create any additions to the applicable policy and or procedures and give it to the board for approval.
4. Employee(s) that act violently are to be put on unpaid leave. Management will help to arrange violence counselling, and upon an appropriate evaluation by a medical professional that the employee no longer poses a threat - he or she may return to work. Failure to comply will result in immediate termination. NWO Well Services Ltd will only pay up to the equivalent of 160 hours of said employees wage or salary for every year they were employed by NWO Well Services Ltd - to a max of 3 years (480 hours). The rest must be paid for by the employee.
 - a. Employees with less than 1 year employment will have to pay the entire cost of counselling and evaluation. UNLESS - management feels work at NWO Well Services Ltd partially led to the situation happening.

Harassment situations:

1. Once notified of a situation of harassment management is to:
 - a. ASAP have a meeting with the employees who feel harassed
 - i. With these employees create a plan that:
 1. Would help to prevent this situation in the future
 2. Addresses their current needs for a harassment free workplace
 - ii. Implement this plan - INDEPENDENTLY of any conclusion, whether or not harassment is proven to have occurred.
 1. Have the harassed employee(s) return to work, separated from the source of the situation. If this is not possible, have them go home on paid leave until the situation has resolved (see below)
 - b. Keep the employee(s) who caused the harassment away from the employee(s) that was harassed
 - c. Meet with all relevant supervisors and employees individually, including the ones causing harassment. Form a conclusion that follows one of these possibilities:
 - i. No harassment occurred - harassed party agrees - otherwise contact MOL
 - ii. Minor harassment occurred - writeup employee - 3 strikes EXCEPT, unlike normal writeups, ALL harassments are considered the same situation, so three harassments - even involving different people or different circumstances will be considered the same person and the same circumstance.
 - iii. Major harassment occurred - immediate unpaid leave - treat as violent situation (see above)