



Respectful Workplace & Diversity, Equity and Inclusion Policy

V1.2

July 31, 2023

1. RESPECTFUL WORKPLACE AND DIVERSITY, EQUITY AND INCLUSION COMMITMENT

At Cabin we are committed to providing an inclusive and welcoming space for all, regardless of gender identity and expression, sexual orientation, race, ethnicity, ability, religion, origin, age or anything else that makes you you.

We strive to create a community of belonging where everyone is treated with dignity and respect; where diverse life experiences, attributes and contributions are welcomed and valued, and where everyone is encouraged and enabled to meet their full potential in their interactions with us.

We believe that no person should feel unsafe or discriminated against in their work environment, and we will not tolerate any act of harassment, sexual harassment, violence, discrimination, or inequity on our premises, or towards our staff or customers.

This policy outlines the proactive steps that we will take in order to create a safer and more inclusive community, and to ensure the prevention of behaviours that might lead to unfair discrimination, less favourable treatment, or harassment, either in our role as an employer or otherwise in the operations of our company.

Cabin Brewing Company operates in the province of Alberta, Canada. This policy is therefore developed and implemented in accordance with the provincial statutory requirements relating to equity, diversity and inclusion, and workplace harassment; specifically, the Alberta Occupational Health and Safety Act, and the Alberta Human Rights Act. While fully compliant with this legislation, we view this as a minimum standard for our behaviour and operations.

2. SCOPE OF THIS POLICY

This policy outlines Cabin's commitment and approach to diversity, equity, and inclusion, including workplace harassment, sexual harassment, and violence. It applies to all aspects of employment and operations of our organization, including conduct and behaviour, terms and conditions of employment, and recruitment, selection, and promotion processes.

These expectations of behaviour apply to all employees, contractors, brand ambassadors, suppliers or other individuals or groups associated with Cabin, while engaged in activities relating to the workplace.

In this context, “workplace” is defined broadly and includes, but is not limited to, the actual work sites (i.e. Cabin premises), off-site work events such as industry events and beer festivals, work related social functions, training sessions, travel, and other work-related events.

3. POLICY IMPLEMENTATION

This policy has been created in collaboration with Cabin staff members and is fully supported by Cabin’s management and ownership team.

In order to translate this policy into action, Cabin will ensure that this policy is communicated to all staff and brand ambassadors so that they are aware of their roles and responsibilities under this policy. For new hires, this policy will be circulated at the time of making an offer of employment, and will be re-visited as part of the induction and orientation process.

This policy will also be made available to our customers, contractors, suppliers and other external partners via our website. When entering into an ongoing relationship with external parties who work directly with our staff, Cabin will provide a copy of both this policy and the Code of Conduct, with the expectation that all parties abide by the behaviours outlined in these documents.

Items referenced in this policy that specifically relate to expectations of behaviour from customers will also be clearly marked through signage in our taproom and other Cabin premises, and communicated at events that our staff attend.

We will take action where needed to address any inequalities that are surfaced through the implementation of this policy. Roles and responsibilities of all parties are outlined in *Section 7*.

4. ANTI HARASSMENT, SEXUAL HARASSMENT AND VIOLENCE COMMITMENT

We take a zero-tolerance approach to harassment, sexual harassment and violence, and strive to be proactive in protecting our staff from unwanted harassment or sexual advances through the steps outlined in this section of the policy.

Breaches of this policy should be reported through the procedure outlined in *Section 6*.

4.1 RECOGNIZING AND COMMUNICATING OUR LEGAL RESPONSIBILITIES

At Cabin we recognize, and act on, our legal obligations as an employer under the Alberta Occupational Health and Safety Act. We take steps to ensure that our staff and workers are not subject to, or participating in, incidences of workplace harassment, workplace violence and sexual violence (defined below). Our process for dealing with breaches of this policy is outlined in *Section 6*.

- **Workplace Harassment** - *Harassment is defined as a single or repeated incident of objectionable or unwelcome conduct, comment, bullying, or action intended to intimidate, offend, degrade, or humiliate a particular person or group. It does not include any reasonable conduct of an employer or supervisor related to the normal management of workers or a work site. Differences of opinion or minor disagreements between coworkers are also not generally considered to be workplace harassment if steps are taken to resolve the conflict.*
- **Sexual Harassment** - *Sexual harassment can be expressed in many ways, from very subtle to very obvious, through any of the following:*
 - *suggestive remarks, sexual jokes or compromising invitations;*
 - *verbal abuse;*
 - *visual display of suggestive sexual images;*
 - *leering or whistling;*
 - *patting, rubbing or other unwanted physical contact;*
 - *outright demands for sexual favours; and*
 - *physical assault.*
- **Workplace Violence** - *Violence is defined as the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological harm. It can include physical attack or aggression, threatening behaviour, verbal or written threats, domestic violence, or sexual violence.*
- **Sexual Violence** - *Sexual violence exists on a continuum from obscene name-calling to sexual assault and/or homicide. It includes online form of sexual violence, such as internet threats and harassment, and sexual exploitation.*
- **Domestic Violence** - *Domestic violence becomes a workplace hazard when it occurs or spills over into the workplace. It may put the targeted worker at risk and may pose a threat to co-workers. Employers must take reasonable precautions to protect affected workers if they are likely to be exposed to domestic violence at a work site.*

4.2 STATEMENT OF COMMITMENT REGARDING SEXUAL HARASSMENT

At Cabin we recognize the systemic issues of sexual harassment and gender-based violence in the craft brewing industry. We have implemented the below guiding principles in order to maintain a safe working environment for our staff and other workers, and we are committed to continually learning and adapting our approach to ensure that no one feels unsafe, threatened or intimidated in their work with us. We welcome any feedback about our procedures and our handling of cases that fall within this policy.

- **We take a zero-tolerance approach.** Any person who is found guilty of serious harassment will face disciplinary action, regardless of their seniority.
- **Sexual harassment is never too minor to be dealt with.** While harassment exists on a spectrum, we will seek to address *any* behaviours that contribute towards creating a negative and toxic workplace culture.
- **Sexual harassment is about how we make others feel.** Harassment is about impact, not intent. If something you do makes your co-workers uncomfortable, or makes them feel unsafe, then you must stop.
- **We take every report of sexual harassment seriously.** We listen to victims of sexual harassment and always conduct our investigations properly.
- **We will not allow further victimization of harassed employees.** No staff or worker will suffer adverse action, when acting in good faith while following this policy.
- **We all have a part to play in preventing workplace harassment.** The responsibilities of all parties are outlined in *Section 6*. No person should ignore an incidence of sexual harassment that they are witness to.

4.3 SETTING CLEAR EXPECTATIONS OF CONDUCT AND BEHAVIOUR FOR OUR COMMUNITY

This policy is supported by the following documents, which clearly outline the standards of behaviour that we expect from staff and others in our community.

- **Code of Conduct** - this details our core expectations of staff behaviour, in our communication and interactions with each other. This code of conduct is centered on creating a culture of inclusivity and belonging.

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- **Taproom and Events Signage** - signage in our customer-facing spaces makes it clear to our customers that we have a zero-tolerance approach for harassment, bullying or discrimination of any kind.

4.4 DEALING WITH THIRD PARTY HARASSMENT

The following guidelines are intended to be a tool to assist our staff in dealing with harassment or sexual harassment from external parties. However, our Number 1 rule is that the safety and wellbeing of our staff is our paramount concern. We therefore fully empower our people to use their own judgement and discretion in determining when to remove themselves from a situation that feels disrespectful or unsafe.

In the Taproom:

- The Front of House Manager is responsible for day-to-day oversight of the taproom, and for ensuring a safe and respectful environment for all staff and customers. When the Front of House Manager is onsite and available, they should be notified immediately of any situation where a customer is failing to engage with staff or other customers respectfully, so that they can take appropriate action.
- In these situations, taproom staff are also empowered to ask customers to i) modify their behavior, and ii) leave the premises. To do so, you should speak to the person directly and firmly explain that what they are doing is unacceptable. At no point during this interaction should you put yourself at risk - only engage in this conversation if you feel comfortable in doing so.
- Where there is a risk of physical violence, or where a situation cannot be managed verbally, we support our staff in escalating the matter to the Police.
- All incidents where a customer is asked to leave the premises or where the Police are contacted, should be recorded in the Incident Book by the member of staff who dealt with the situation, and also reported to the Front of House Manager and the Cabin co-founders. This record should include the date and time of the incident, names and contact information of involved parties where known (including staff members) and details of the incident itself and any action taken.
- A debrief should take place as soon as is practical with staff involved in any such incident to review the incident, check on the well-being of staff and explore opportunities for improvements to processes.

At external events:

- Before participating in any external event or beer festival, Cabin will ask for a copy of the security and harassment policies and processes that will be put in place by the event

host. We will only participate in events where we feel confident that adequate security will be in place to protect our team members.

- All staff and ambassadors will be made aware of the event hosts policies *before* attending the event, and will also be reminded of Cabin’s guidelines for dealing with external harassment - i.e. that they are empowered to remove themselves from any situation in which they do not feel safe.
- Where possible, staff and ambassadors will work external events in groups of at least 2 people.
- Where possible we will communicate our expectations of behaviour directly to our customers, through channels including social media, email and physical signage, making it clear that Cabin takes a zero-tolerance stance towards harassment of our staff.
- A member of Cabin management will check in with staff and ambassadors after every event. Any incidences of unwelcome conduct or comments will be reported back to the event host.

Working with other vendors or partners:

- Cabin will not accept harassment of our staff or ambassadors by representatives of any other company that we work with. If we become aware of such an incident we will make it clear to the company concerned that we expect the matter to be handled via their internal channels, and will also conduct our own investigation if appropriate. We will not put our staff or ambassador in a position where they would be required to work with this representative again, until a resolution has been reached.

5. ANTI- DISCRIMINATION - DIVERSITY, EQUITY AND INCLUSION COMMITMENT

Discrimination refers to any form of behaviour based on a protected ground (as outlined in the Alberta Human Rights Act) which results in unfavourable treatment, additional burden, or denying of benefits. It may be intentional or unintentional. It may involve actions that are directly discriminatory, or it may involve actions that appear neutral, but which disproportionately disadvantage a group of people.

This section of the policy outlines the steps that we will take to ensure fair and equitable processes and decision making in our operations.

5.1 RECRUITMENT AND SELECTION

Cabin is committed to the implementation of recruitment and selection processes that create a fair process and attract a diverse range of candidates to our roles. We actively seek to

eliminate any barriers to employment that may be experienced by job seekers.

The fundamental considerations for recruiting and retaining staff at Cabin are merit and competence. Cabin commits to taking the following steps in the recruitment and hiring process, to ensure that our practices fulfill the aims outlined in this policy:

- All permanent positions coming available at Cabin will be advertised both internally and externally.
- Job advertisements will refer to Cabin's commitment to Diversity, Equity and Inclusion, and a copy of this policy will be made available to job applicants.
- Where possible, salary information will be included on job advertisements.
- Adverts for permanent roles will include a job description, outlining the key duties of the role, and a person specification containing the essential and desirable skills, competencies, attributes, experience, and education required.
- Cabin will utilise a standardised application form, designed to reduce bias by focusing on skills and competencies.
- The format and questions for job interviews will be agreed before it takes place and will remain constant for all interviews for the position.
- Selection decisions will be made on the basis of objective criteria (i.e. the aforementioned skills, competencies, attributes, experience and education required for the role). Wherever possible, selection decisions will be made by more than one person.
- Cabin will take a proactive approach to accommodation in the recruitment and selection process. Prospective employees who are invited to interview will be asked ahead of time if they require reasonable adaptations to the interview process.
- Posts which are deemed suitable will be advertised as available for flexible working.
- All those involved in the recruitment and selection process will be made aware of this policy and adhere to it at all times.

5.2 ONBOARDING, TRAINING AND DEVELOPMENT

Cabin will provide or arrange orientation and training to all new employees to ensure that all newcomers are fully onboarded with their duties and work environment and best positioned for success in their role. This orientation will be appropriate to the position and will include training on this policy.

We recognize the importance of ongoing education in order to ensure that we are continually learning, and that we are able to apply that knowledge to our operations. Managers and owners will commit to undertaking annual learning and development activity that is

specifically related to issues of diversity, equity, inclusion and social justice. Staff and workers will also be supported in undertaking their own learning and development in this area.

5.3 COMMUNITY ENGAGEMENT

At Cabin we aim to create a community that is welcoming to all. We commit to collaborating with external partners to help uplift marginalized voices, and to raising awareness towards issues of social injustice.

5.4 COMPENSATION

Cabin strongly supports equal pay and believes in the importance of equal pay for work of equal value. We are committed to equitable salaries, and recognize the value of the training, experience and education required by each role, and the scope of responsibility undertaken by each role.

5.5 PERFORMANCE AND PROMOTIONS

Cabin seeks to offer all staff full opportunity to develop their potential. Every member of staff will be offered a quarterly check in meeting with their manager, in which they will be provided with feedback on their performance, and encouraged to identify areas where they would like to gain additional experience, or where they feel they can make a positive contribution.

Promotion decisions will be made equitably, and on the basis of merit and competence.

Staff are also encouraged to give and request feedback from their colleagues at any time to aid their own learning and development. Feedback should be given in line with the respectful and inclusive principles outlined in this policy.

5.6 WORKPLACE ACCOMMODATIONS PROCEDURE

Cabin commits to providing accommodation, for needs related to the protected grounds outlined in the Alberta Human Rights Act, for prospective and current staff, workers, contractors, and volunteers.

Accommodation may take many forms, and what works for one individual may not work for another. Each situation will be individually assessed, and those requesting an accommodation should be prepared to discuss their specific requirements with Haydon Dewes. Further information that may be required as part of this process includes the

protected ground with respect to which accommodation is being requested ii) the reason why accommodation is required, including enough information to confirm the existence of a need for accommodation and iii) the specific needs related to the protected ground.

Every effort will be made to make reasonable accommodations unless to do so would cause undue hardship to Cabin.

6. COMPLAINTS - REPORTING AND INVESTIGATION PROCEDURE

We recognize that when someone has experienced inappropriate conduct or comments that it can be difficult to speak up for fear of not being heard or believed, or for fear of retaliation. Our intention is therefore to follow a clear, fair and consistent process wherever complaints are brought to our attention. We commit to treating all complaints in good faith; taking appropriate action to stop these actions or behaviours; and providing support for victims of discrimination, harassment, sexual harassment or violence.

6.1. INFORMAL COMPLAINTS PROCESS

There may be times when a situation is the result of a genuine miscommunication, and can be resolved informally via open communication between the parties concerned.

This informal route should only be used in situations that are straightforward to resolve, and where you feel comfortable addressing the situation directly.

- 6.1.1. Should the situation relate to an unwelcome comment or action that you have been the recipient of, you should make it known - in clear terms - that the conduct is unwelcome, and ask the perpetrator to stop. You should only do so if you feel able to have this conversation without putting yourself in an unsafe or distressing situation.
- 6.1.2. Should the situation relate to a discriminatory practice or action that you believe you have identified at Cabin, this should be brought to the attention of Haydon Dewes, who will review the concern, and consult with the co-founders where appropriate, in order to come to a resolution. Examples of this include written policies, processes, rules or expectations that may directly or indirectly disadvantage certain groups of people (e.g. HR and recruitment processes related to working hours/days, time off, promotion and training, hiring, salary etc.)

6.2 FORMAL COMPLAINTS PROCESS

Cabin commits to following a formal process for reporting, investigating and resolving complaints relating to discrimination, harassment, sexual harassment or violence, in any of the following situations:

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- Where a serious or deliberate breach of this policy has occurred (e.g. any behaviour that goes beyond the boundaries of off-hand comments/jokes)
 - Where previous attempts to resolve a situation informally have been unsuccessful
 - Where the perpetrator is someone senior to you
 - At any time where you do not feel comfortable raising your concerns via the informal route, for whatever reason

6.2.1 REPORTING PROCEDURES

- To make a formal complaint, the incident should be reported as soon as possible after the incident has occurred.
- The report should be made via email to haydon@cabinbrewing.ca.
- The report should provide as much information as possible, such as:
 - *The names of the party or parties that have engaged in this conduct.*
 - *The names of any witnesses.*
 - *Details of where and when the events occurred.*
 - *Description of the behaviour or comments that led to the complaint.*
 - *The report should also include any supporting documents, such as emails, handwritten notes, social media, texts, photographs or other evidence.*

6.2.2 FORMAL INVESTIGATION PROCEDURES

An investigation appropriate in the circumstances is conducted when any incident or complaint has been reported under this policy.

- At a minimum, this investigation will include:
 - An interview with the employee who experienced the alleged conduct.
 - An interview with the individual(s) who engaged in the alleged conduct, where this person(s) is also an employee. This interview will give the individual(s) an opportunity to respond to an allegation. Where the alleged perpetrator is not an employee of Cabin, reasonable efforts will be made to interview that individual(s).
 - An interview with any witnesses, where this person(s) is also an employee. Where the witness is not an employee of Cabin, reasonable efforts will be made to interview that individual(s).
 - Review of any supporting documents provided (e.g. emails, handwritten notes, social media, texts, photographs or other physical evidence).
- This investigation will be completed in a timely manner (within 60 days, barring any extenuating circumstances).

6.2.3 FORMAL RESOLUTION AND RECORD KEEPING PROCESS

- The investigation will conclude with the production of a written report which will clearly outline the process followed throughout the investigation and will include details of the allegations, details of the responses, and the evidence provided by witnesses or other means.
- This report will clearly identify the facts as determined by the investigation, and will come to a decision as to whether inappropriate conduct or behaviour was found.
- Should it be determined that a breach of this policy has taken place, Cabin will act immediately to ensure that any improper conduct ceases immediately, and that corrective action is taken to prevent a recurrence. Serious cases of deliberate harassment or discrimination may amount to gross misconduct resulting in dismissal without notice.
- The employee or worker who raised the complaint will be informed in writing of the outcome of the investigation and any corrective action that has been taken, or will be taken, following these findings.
- Staff affected by an incident of harassment or violence in the workplace will be supported to consult a health professional for treatment or referral. Any time off for this treatment will be paid by Cabin should this occur during regular work hours.
- The investigator, or another assigned person, will take notes throughout the interviews. These notes, alongside the final report, will be kept by Cabin for a minimum period of 2 years.

6.3 CONFIDENTIALITY

The investigation of each complaint will be handled in a confidential manner as best as possible. Both parties will be instructed to not discuss the investigation with other employees, while the investigation is ongoing.

7. ROLES AND RESPONSIBILITIES

All those involved at Cabin, will be made aware of their responsibility to work in compliance with this policy, and are required to recognize and fulfil their personal role in making Cabin a genuinely respectful, inclusive, and open organisation, free of unfair discrimination and workplace harassment.

7.1 CABIN'S CO-FOUNDERS RESPONSIBILITY IS TO:

- Own and monitor the implementation of this policy, by creating and delivering initiatives that translate this policy into positive action.
- Provide leadership on inclusion, diversity, and equity, including being a role model and

champion for inclusive behaviours.

- Respond immediately to stop any activity in the workplace which undermines this policy, and to follow the investigation and reporting processes outlined in *Section 6* of this policy when a complaint is raised.
- Provide staff training and development opportunities relating to equity, diversity, and inclusion.

7.2 CABIN'S MANAGERS AND SUPERVISORS RESPONSIBILITY IS TO:

- Act as diversity, equity and inclusion role models and champions.
- To build awareness of and ensure compliance with this policy, particularly within their own teams.
- Take steps to prevent harassment by complying with any reporting, investigation and documenting procedures under this policy, and proactively intervening if they witness such conduct.

7.3 CABIN'S STAFF AND WORKERS HAVE A RESPONSIBILITY TO:

- Work in compliance with this policy, and not engage in any conduct that is in breach of the policy or the Cabin Code of Conduct.
- Contribute to creating a respectful, inclusive, and open environment that values difference, by treating others with dignity and respect. Opinions should be expressed constructively with sensitivity and respect.
- Report any concerns regarding workplace harassment, sexual harassment, violence, discrimination that they experience or witness, as soon as possible after removing themselves safely from the situation.
- Comply with any reporting, investigation and documenting procedures under this policy.
- Help identify discriminatory practices or procedures and bring these to the attention of the co-founders.
- Attend staff training and development events where requested.

7.4 CABIN'S EXTERNAL PARTNERS HAVE A RESPONSIBILITY TO:

- Operate within the requirements of the applicable legislation, the terms of this policy, and Cabin's code of conduct.