

Coverage: Teva Canada Employees (excluding Quebec)  
Location: Canada (excluding Quebec)  
Effective: June 1, 2021  
Replaces: January 1 2020  
Owner: Human Resources

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## RESPECTFUL WORKPLACE POLICY

### Policy Statement

Teva Canada is committed to providing a respectful workplace for all employees and fostering a work environment that reflects the vibrant diversity of our community, as well as the spirit of Teva's values and Code of Conduct.

Teva Canada is also committed to complying with all applicable provincial and federal legislation, including the *Ontario Human Rights Code*, the *Occupational Health and Safety Act (Ontario)* and the *Accommodation for Ontarians with Disabilities Act (Ontario)*, which apply to the majority of Teva Canada employees, as well as applicable legislation in other provinces. Teva Canada requires that all employment systems (Talent Acquisition, Internal Job Postings, Performance Management, Compensation & Benefits, etc.), Policies, Procedures, and Application Guidelines, as well as individual behaviour, support the fair, consistent and equitable treatment of all employees, and promote Accessibility, in an environment free from Workplace Harassment, Workplace Violence and discrimination.

All employees are expected to treat one another with dignity and respect. Concerns about disrespectful conduct, including any conduct related to Protected Grounds, Workplace Harassment, or threats of Workplace Violence, will be investigated and corrected in a timely and confidential manner, to prevent unacceptable behaviour from recurring and to preserve dignity, respect and safety in the workplace.

### Purpose

This Policy, related Procedures and Application Guidelines, and respectful workplace training for all employees, are intended to reinforce appropriate respectful workplace behaviour, and outline measures that Teva Canada commits to take in order to create and maintain a respectful workplace, including the prevention of Workplace Harassment, Workplace Violence and discrimination, and the promotion of Accessibility.

### Scope

All employees are required to adhere to this Policy. Contingent workers (such as agency workers), contractors, vendors, visitors, or any other persons who enter Teva Canada's premises, are also required to comply with the Respectful Workplace Policy and related Procedures.

### Accessibility

Teva Canada is committed to treating all people with respect, and in a manner that allows them to maintain their dignity and independence. Teva Canada believes in inclusiveness and equal opportunity, and is committed to meeting the needs of people with Disabilities in a supportive and timely manner. Teva Canada will prevent and remove barriers to Accessibility and meet Accessibility requirements under the *Accessibility for Ontarians with Disabilities Act*, where applicable.

Teva Canada will make emergency information available in an accessible way to employees and, upon request, to customers of and visitors to the company. Teva Canada will also establish individualized emergency response plans and issue appropriate information to employees with Disabilities who self-identify, whenever necessary.

Any employees, self-identified individuals with disabilities, have the ability and capacity, as any other employee, to participate in any committee or job function; and that TEVA CANADA will prevent and remove barriers which might hinder such participation on their part.

The accommodation process is a shared responsibility, and everyone must work cooperatively, share information and work towards potential accommodation solutions. Teva Canada is committed to providing all self-identified individuals with Disabilities with a documented accommodation process, resulting in a formal individualized accommodation plan. Teva Canada will ensure that all parties clearly understand

their roles and responsibilities. To learn more about the accommodation plan and process please visit the AODA Workplace Accommodation Policy. This policy is distinct from Teva Canada's EHS Operating Procedure 300.11.1 Incident Responses Reporting Procedure. For information regarding workplace occupational illness and/or injury, please refer to the EHS Operating Procedure 300.11.1

Teva Canada's **Customer Service Accessibility Plan** provides clear guidance regarding the use of assistive devices, service animals, and support persons, which are welcome on Teva Canada premises with some limited and necessary restrictions – e.g., service animals would not be permitted in areas governed by Good Manufacturing Practices (GMP). Teva Canada will also communicate the occurrence and any impacts of the disruption of services available to persons with Disabilities, in advance, whenever possible.

All employees and contingent workers who interact with customers of, or visitors to, the company, or the general public, as well as any employees who are involved in developing Teva Canada's Policies, Procedures and Practices on the provision of goods and services, will be trained to be aware of and comply with Ontario's Accessibility laws and the Ontario *Human Rights Code*, as it relates to people with Disabilities. Training will be provided in a way that best suits the duties of employees, in compliance with the *Accessibility for Ontarians with Disabilities Act*, as set out in the Customer Service Accessibility Plan.

Recognizing that there may be differing needs, Teva Canada is committed to consult with people with Disabilities in a respectful manner to understand, support and meet the information and communication requirements of employees, customers of and visitors to the company.

Teva Canada readily encourages feedback about how we can improve in supporting Accessibility. Input on our Policies, Procedures and processes can be provided. (For additional information, please see **Customer Service Accessibility Plan** for details on how you can provide feedback.)

### **Harassment and Discrimination Prevention**

Teva Canada prohibits harassment or discrimination of any kind in the workplace and at all off-site company business activities or events. This includes Workplace Harassment, Sexual Harassment, as defined below, and discrimination, whether based on Protected Grounds or behaviour that ought reasonably to be known to be unwelcome.

Other conduct or behaviour which is inconsistent with the Teva Code of Conduct or this Teva Canada Policy may also be addressed to the extent that it has an adverse impact on the workplace or an employee.

Teva Canada will take all reasonable steps to prevent any occurrence of harassment or discrimination. Every employee is expected to promptly report any incidents of harassment or discrimination to their Direct Manager, or Human Resources. All concerns related to harassment or discrimination will be promptly addressed, as outlined in Teva Canada's Harassment and Discrimination Prevention Procedure.

Employees can also report concerns related to harassment or discrimination anonymously to the Teva Integrity Hotline: 877-277-3220. Incidents reported to the Teva Integrity Hotline will be directed to Teva's Human Resources, Compliance, the Office of Business Integrity or Legal department(s), so that they can be investigated and resolved in a timely and effective manner.

Teva also makes support available to individuals who may be subjected to harassment or discrimination through its Employee Assistance Program (EAP) offered by its partner Shepell-fgi. This is a free and absolutely confidential service, although employees are also required to report any incidents of harassment or discrimination so that they can be properly resolved.

### **Workplace Violence Prevention**

Teva Canada recognizes the potential for Workplace Violence and will take every reasonable measure to promote a violence-free workplace. It is expected that employees act in an appropriate manner and not engage in or threaten any violent act within the workplace, which includes off-site company business activities or events.

For the purposes of Teva Canada's Policy, the definitions section, below, defines Workplace Violence and lists examples of behaviour which would be considered Workplace Violence, and includes Domestic Violence in the Workplace.

All incidents of Workplace Violence must be reported to your Direct Manager, Human Resources Partner or Security. All concerns related to Workplace Violence will be promptly investigated and addressed, as outlined in Teva Canada's Workplace Violence Prevention Procedure.

Employees can also report concerns related to Workplace Violence anonymously to the Teva Integrity Hotline: 877-277-3220. Incidents reported to the Teva Integrity Hotline will be directed to Teva's Human Resources, Compliance, the Office of Business Integrity or Legal department(s), so that they can be investigated and resolved in a timely and effective manner.

Teva also makes support available to individuals who may be subjected to Workplace Violence through its Employee Assistance Program (EAP) offered by its partner Shepell-fgi. This is a free and absolutely confidential service, although employees are also required to report any incidents of harassment or discrimination so that they can be properly resolved.

### **Workplace Language**

Teva Canada expects that all employees communicate in the official language of the business during normal work hours. At Teva Canada, English is considered the language of the business, with the exception of Teva Canada's business in the province of Quebec, where French is the official language of the business.

This requirement is intended to ensure respectful conduct toward fellow employees, as well as our commitment to regulatory compliance and health and safety in the workplace. Teva Canada appreciates the nature of its multi-lingual employee population and permits employees to speak other languages during lunch, breaks, before or after work, although the use of other languages should always be done in a respectful manner.

While in the workplace, employees are also expected to use appropriate and respectful language. This includes refraining from the use of profanity in situations where the use of such language could create a hostile or disrespectful workplace environment.

All employees are expected to raise any concerns related to workplace language. You should inform your Direct Manager, or Human Resources Partner, as outlined in Teva Canada's Harassment and Discrimination Prevention Procedure.

### **Dress Code**

Teva provides for **smart casual** dress for office and lab personnel during the workweek. Employees should always dress in a manner befitting the job, with due consideration to the needs of the employee's day, as well as the needs of the Company, other employees, and safety.

An employee's personal attire should not compromise safety, and it should always reflect a smart casual image that is conducive to an office and or GMP, laboratory or warehouse environment. For detailed information on what is appropriate and acceptable please refer to the Dress Code Policy.

Teva recognizes the importance of individually held religious beliefs to persons within its workforce. Teva will reasonably accommodate an employee's religious beliefs in terms of workplace apparel unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for employees. An employee who seeks a workplace apparel accommodation based on religious beliefs should contact the local Human Resources Department.

### **Policy and Procedure Review**

This Policy and related Procedures will be reviewed, and as often as necessary, but at least annually on June 1 of every year and may be updated or amended, as is required or appropriate.

As necessary, and where applicable, the Joint Health & Safety Committee(s) may be consulted to review changes to this Policy and related prevention Procedures.

### **Definitions**

**Accessibility** – Refers to the removal of barriers, visible and invisible, that may prevent a person with a Disability from participating fully in the community, including Teva Canada's workplace.

**Disability** – Under the Ontario *Human Rights Code*, Disability is defined as:

- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness

or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,

- A condition of mental impairment or a developmental disability,
- A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- A mental disorder, OR
- An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*

**Domestic Violence in the Workplace** – Domestic violence is an issue where there can be serious consequences. It is broadly defined as a pattern of behaviour by one person to gain power and control over another person with whom he or she has, or has had, an intimate relationship. Domestic violence may include, but is not limited to, the following behaviour:

- Physical violence
- Emotional, psychological, and/or sexual intimidation
- Verbal abuse
- Stalking, including calls or unwelcome visits to the workplace
- Harassing, intimidating or threatening phone calls
- Use of electronic devices to harass and/or control
- Any other actions or behaviour included in the definition of Workplace Violence, below

Domestic violence may become evident in the workplace and can have an adverse effect on the employee or others in the workplace. Employees who fear that domestic violence may enter the workplace may report their concerns to their Direct Manager, Human Resources Partner or Security. In any case where an employee becomes aware of another employee being subjected to or threatened with domestic violence in the workplace, they must report the situation to their Direct Manager, Human Resources Partner or Security.

**Intimidation** – Making others feel fearful because of threatening behaviour(s).

**Protected Grounds** – are established by human rights legislation, and include the following: age, creed, religion, sex, sexual orientation, gender identity, gender expression, family status, marital status, Disability (including mental, physical, developmental or learning disabilities), race, ancestry, place of origin, ethnic origin, citizenship, colour, record of offences, association or relationship with a person identified by one of the above grounds, or perception that one of the above grounds applies.

**Threat** – The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.

**Workplace Accommodation** – Means a reasonable adaptation or adjustment to a workplace condition or environment reasonably required in the circumstances to facilitate, up to the point of undue hardship or a *bona fide* occupational requirement, (a) an accessibility standard that removes barriers for persons with disabilities, or (b) equal workplace treatment, without discrimination because of Protected Grounds.

**Workplace Harassment** – is engaging in a course of vexatious comment or conduct that is, or ought to be known, to be unwelcome, and includes Workplace Sexual Harassment defined below. Workplace Harassment has the purpose or effect of interfering with an individual's work performance, creating an intimidating, hostile or offensive work environment, adversely affecting an individual's employment relationship and/or denying an individual dignity and respect.

Workplace Harassment may include actions, or behaviour, related to Protected Grounds, as defined above, or a possible violation of the Code of Conduct, that demeans, humiliates or embarrasses a person, and that a reasonable person should have known would be unwelcome. It may be a single incident or several over time.

Workplace Harassment may include, but is not limited to the following actions or comments:

- Yelling
- Intimidating phone calls
- Inappropriate staring / ogling
- Offensive or inappropriate jokes
- Displaying or circulating offensive pictures or materials
- Offensive gestures

- Bullying or aggressive behaviour
- Teasing
- Excluding or making fun of a worker because of their sex, sexual orientation or gender identity
- Name-calling
- Spreading rumours
- Inappropriate postings
- Abuse of authority
- Intentionally or negligently exposing others to a communicable disease.

The following conduct **does not** constitute Workplace Harassment and is not subject to this Policy:

- Differences of opinion
- Minor disagreements between an employee and another person
- Isolated incidents of rudeness
- The normal and reasonable exercise of supervisory and management rights and responsibilities including, but not limited to:
  - Work assignments
  - Working hours
  - Performance reviews
  - Work evaluations
  - Coaching or corrective action

**Workplace Sexual Harassment** – is any engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome.

Workplace Sexual Harassment may include offensive or humiliating behaviour, as well as behaviour of a sexual nature that is related to a person's sex, sexual orientation, gender identity, marital status, etc., that creates an intimidating, unwelcome, hostile or offensive work environment, or that could reasonably be thought to put sexual conditions on a person's job or employment opportunities. It may include, but is not limited to:

- Questions and discussions about a person's sexual life
- Touching a person in a sexual way
- Staring / leering / ogling
- Commenting on someone's sexual attractiveness or sexual unattractiveness
- Persisting in asking for a date after having been refused
- Unwanted gifts or attention
- Telling, writing or circulating jokes of a sexual or explicit nature
- Offensive gestures
- Spreading rumours of a sexual nature
- Displaying cartoons, posters, photos or other materials of a sexual nature
- Accessing sexually explicit, or otherwise offensive, materials, or websites in the workplace
- Writing sexually suggestive letters, notes or e-mail.
- Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

**Workplace Violence** – is any actual, attempted or threatened physical force against an employee, which could cause physical injury. This includes cases where there is a perceived threat of physical injury. The source of Workplace Violence may be another employee, contingent worker (agency worker, contractor, etc.), customer, vendor, or any other person in Teva Canada's workplace, including off-site business activities or events.

Examples of Workplace Violence may include, but are not limited to, the following:

- Threats or acts of physical or aggressive contact directed toward another individual, or his/her family, friends, associates or property
- Directing profane, abusive, insulting or threatening language toward a member of management, a fellow employee, agency worker, customer, vendor, visitor or other person in the workplace
- Unauthorized surveillance
- Stalking
- Committing acts or making comments based on "Protected Grounds," as defined above, which are associated with hate crimes, or threats to commit hate crimes
- Possessing a weapon in the workplace, or threatening self or others with a weapon
- Any conduct resulting in the conviction under any Criminal Code provision relating to violence, or threats of violence that may adversely affect Teva Canada's legitimate business interests
- Any other act that a reasonable person would perceive as a threat of violence

Workplace Violence may also be considered to include the following, consistent with the Teva North America Workplace Threats and Violence Policy:

- The intentional destruction or threat of destruction of Teva property or the property of another employee, customer, vendor, agency worker, or visitor
- Disrupting the workplace, including but not limited to creating a commotion or interfering with employees while they are actively at work
- Infecting, or threatening or attempting to infect, another employee with an infectious diseases.