

# Respectful Workplace Practice

Encana is committed to maintaining a safe and respectful workplace. Treating others with dignity and respect ensures a professional, healthy and productive work environment. We respect each other as colleagues, and the stakeholders with whom we interact. Encana is also committed to equal opportunity by hiring, compensating, training, promoting, and providing consistent treatment to all employees on the basis of performance.

Harassment, discrimination, bullying, violence, intimidation and any other disrespectful or inappropriate or offensive behaviour (collectively referred to as “Offensive Conduct”) are not tolerated at Encana. Encana also adheres to applicable employment laws regarding non-discrimination and human rights legislation in the jurisdictions in which we operate.

This Practice applies to all employees, contractors and directors. This Practice applies to interactions which occur on or off Company premises, including formal and informal Company social functions, conferences, stakeholder-related events, as well as interactions over the Internet, via other remote communications or on social media sites.

Contractors are expected to develop and enforce policies or practices consistent with this Practice that will apply to their personnel in providing services to or on behalf of Encana.

Any allegation of Unacceptable Conduct will be taken seriously and dealt with promptly by Encana. Disciplinary action, up to and including termination of employment or services, will be taken where violations of this Practice are determined by Encana to have occurred.

## Definitions

**Discrimination:** Any act, comment or omission that results in unjust or prejudicial treatment of different categories of people. Encana does not discriminate on the basis of gender, race, colour, age, national origin, religion, disability, sexual orientation, marital status or any other characteristic protected by applicable law.

**Harassment:** Derogatory (i.e. condescending, insulting, belittling) or vexatious (i.e. aggressive, angry antagonistic) conduct or comments that are known or ought reasonably to be known to be offensive or unwelcome, including without limitation, actions or comments directed at no person in particular but which create an intimidating, demeaning or offensive work environment. Bullying is a form of harassment. Harassment interferes with ensuring a workplace of mutual respect for the dignity of each individual.

**Sexual harassment:** Unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature, where:

- submission to such conduct is made explicitly or implicitly a term or condition of employment
- submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating or hostile work environment

## Forms of Offensive Conduct

Examples of Offensive Conduct include, but are not limited to the following:

- abusive, lewd, profane or demeaning language
- threatening, bullying, intimidation or yelling in respect of another person
- fighting or explicit or implicit threats of physical violence
- jokes which demean or belittle others, even where no offence is intended, such as racist, sexist or sexual orientation jokes

Such conduct may take the form of implicit or explicit communications including the following:

- written or electronic form (e.g. cartoons, posters, photos, calendars, notes, letters, email)
- verbal (e.g. comments or derogatory remarks, jokes, foul or obscene language, repeated unwanted relationship advances)
- physical gestures and other nonverbal behavior (e.g. unwelcome touching, violent altercations, hand gestures, stalking, leering)

## Resolution process

We all have a duty to report actual or suspected misconduct, including Offensive Conduct. If you believe you or another individual have experienced or have witnessed Unacceptable Conduct at Encana, you are required to promptly communicate your complaint to Encana to enable timely investigation and necessary corrective action to be taken by the Company as soon as possible.

Staff members who have experienced or believe another individual has experienced a violation of this Practice are therefore expected to take one of the following actions:

- Where possible, speak directly with the person(s) who is demonstrating Offensive Conduct and inform them that their behaviour is unwelcome and must stop. This may be a reasonable solution in some situations, but not recommended if you are not comfortable or safe approaching the person or if the behaviours are more serious or reoccurring.
- immediately report the Offensive Conduct to your leader, your HR Advisor or any other leader in Encana
- make an anonymous complaint under the Investigations Practice, using the Integrity Hotline

Complaints reported under this Practice are taken seriously by Encana. Encana maintains such complaints as confidential, and a report of misconduct or information is only disclosed to the extent necessary to investigate or address the situation.

Filing of false or vexatious complaints is not tolerated and will be subject to disciplinary action. Encana prohibits all forms of retaliation or other similar acts against any individual for filing a bona fide complaint or assisting in the investigation or resolution of a complaint under this Practice, or exercising their rights under applicable law.

## Roles & responsibilities

All employees are expected to:

- understand and comply with the expectations in this Practice and related Encana policies and practices (Business Code of Conduct, Investigations Practice, Corporate Responsibility Policy)
- maintain and contribute to a safe and respectful workplace, free from Offensive Conduct
- promptly report any personal, observed or suspected incidents of Offensive Conduct or any actual or suspected violation of this Practice, in accordance with the process outlined in this Practice

Leaders are expected to:

- act promptly on any complaints made under this Practice, by referring complaints to your HR Advisor or directly to the Investigations Committee for handling
- promote and assist to maintain a respectful workplace
- lead by example in your own behavior
- be aware of potentially offensive workplace behaviour and act in a timely and appropriate manner in accordance with this practice
- handle reported or observed incidents promptly, and with objectivity, sensitivity, confidentiality
- manage performance of employees and take appropriate disciplinary or corrective action when necessary to maintain a respectful workplace

HR Advisors and the Investigations Committee are expected to:

- promptly act upon any complaints,
- ensure investigations are concluded and reported as required to the appropriate leaders to ensure any disciplinary or corrective actions are taken to re-establish a respectful workplace

Complainants are expected to:

- maintain records of the incident(s) (date, location, behavior, witnesses and effects), although a failure to keep records will not invalidate a complaint
- maintain confidentiality throughout the process, including post investigation and resolution
- participate in good faith in any agreed upon resolution process
- abide by resolution matters as determined by the appropriate level of leadership

Individuals who are the subject of a complaint are expected to:

- listen and participate in the investigation process professionally and honestly, and take any complaint seriously
- maintain confidentiality throughout the process, including post investigation and resolution
- participate, cooperate and comply in good faith during the investigation and any resolution process
- abide by all resolution decisions as determined by the appropriate level of leadership

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