



COVID-19 SAFETY PLAN

INTRODUCTION

This is Blueprint Management (the “Wobbly Canoe”) is committed to providing our staff and guests with a safe and comfortable environment. In preparation for our reopening during Phase 2 of British Columbia’s response to the COVID-19 pandemic, we have undertaken thorough risk assessments and developed this framework to ensure the highest level of safety for all workers and guests. The Plan incorporates the findings of these risk assessments and provides clear guidance on adjusted working practices specifically implemented to mitigate the risk of transmission.

In developing this Plan, we have incorporated best practice guidance from WorkSafeBC, the Public Health Officer, and industry bodies including the BCRFA. We have and will continue to consult with our workers to ensure all protocols are understood and followed, allowing for improvements and adjustments in the best interest of the health and welfare of our staff and guests.

APPLICATION & SCOPE

Prior to returning to work, all staff including managers and supervisors will undertake thorough training in all aspects of the Plan, and will be continually supported to exceed staff and guest expectations in the following areas:

1. **Staff wellbeing**
2. **Physical distancing measures**
3. **Enhanced cleaning, sanitization & disinfection measures**
4. **Use of Personal Protective Equipment (PPE)**

This Plan applies to all workers, and all workers are encouraged to understand how this applies to all workers, beyond their immediate work section and/or scope of responsibility.

This plan is in place effective from 19 May 2020 until further notice. We will continue to be guided by WorkSafeBC, the Public Health Office, and other recognized sources of best practice, as well as regular consultation with our workers in our adherence to and improvement of the Plan.

About COVID-19

To fully understand the risks that the Plan is designed to mitigate, we must have the basic understanding of how COVID-19 spreads. The virus spreads by **direct transmission**, or person-to-person contact through droplets when a person coughs,



sneezes or talks and **indirect transmission** from touching a contaminated surface before touching the face.

The risk of **direct transmission** is increased the closer you come to other people, the amount of time you spend with them and the number of people you come near.

The risk of **indirect transmission** is increased when many people contact the same surface, and when the surface is used frequently.

1. STAFF WELLBEING

While the food service industry inherently involves close contact between staff and guests, the following points will help ensure that we are reducing the threat of passing the virus between our staff and our guests.

All staff must be diligent in their own decisions being made while not at work, as all personal connections travel with you to work. Please respect your co-workers and guests by practicing social distancing and other personal safety measures when not at work.

Fitness for Work Policy

Please refer to this Policy (**Appendix A**). It includes a health declaration form that must be completed by all staff, and a province-wide medical resource list that can help filter through all of the information (and misinformation) out there.

Becoming Ill At Work

Any symptoms of illness that present during work must be disclosed immediately to the Manager on duty or the Designated Safety Supervisor.

A worker experiencing symptoms will be asked to wash their hands and put on a mask. The worker will be isolated and all surfaces they have been in contact with should be disinfected.

If their symptoms are **mild**, they will be sent home and asked to adhere to the self-isolation and symptom response protocols as per the Fitness for Work Policy.

If symptoms are **severe** (difficulty breathing, chest pain), call 911 immediately.

Violence Prevention Policy

We recognize that as our community continues to adapt to measures being implemented to mitigate transmission of COVID-19, there may be an increased risk of violence on



premises. Please refer to our Violence Prevention Policy (**Appendix B**), which outlines the steps we have taken to assess and mitigate this risk, and the guidance and support offered to any worker experiencing issues related to violence in the workplace.

Bullying & Harassment Policy Statement

We are committed to providing a psychologically safe and supportive working environment. We recognize that as we continue to navigate through the COVID-19 pandemic, individuals may feel more at risk from inappropriate behaviour in the workplace. Please refer to our Bullying & Harassment Policy Statement (**Appendix C**), which defines this behaviour and provides guidance and support to all workers who may be experiencing issues related to bullying & harassment.

2. PHYSICAL DISTANCING MEASURES

Physical and social distancing is one of the most crucial components to mitigating the risk of transmission of COVID-19.

Staff Physical Distancing

All physical contact with other staff and guests is eliminated (no hugs, handshakes, fistbumps, footbumps, etc). Also, during staff meetings, pre-shifts and 1:1s, adhere to 2 meters of distancing and try to hold them outside when possible.

To help adhere to physical distancing, staff must not enter areas of the establishment where they are not required to be. This means only bar staff behind the bar, only kitchen staff in the kitchen and limiting the number of staff members in confined areas like offices and storage rooms.

Servers and managers can only collect food and drinks from the passthrough side or designated drink pick-up location. All staff should not congregate and always attempt to maintain 2 meters distance from one another.

Staff will also only be able to eat prior to opening or by taking food to go. We will also limit staff eating and drinking post shift when necessary.

Kitchen Physical Distancing

Kitchens and physical distancing do not go hand in hand but here are some additional measures to help with physical distancing while work in the kitchen:

- Physical barriers have been installed where safe distancing cannot be met for prolonged periods;
- The number of staff in the food preparation and production areas is limited to staff working and off duty staff must not congregate in the kitchen;



- Staff flow and movement is limited through the use of directional arrows and specific in and out doors;
- Access into the food preparation area by delivery agents and members of the public and other staff is restricted (see Delivery, Suppliers & Vendors below); and
- Tasting of product should be reduced but when necessary, use single use cutlery stored in approved sanitizing baths for tasting. One assigned taster is preferable.

Reduced Guest Capacity

Maximum capacity of the The Wobbly Canoe is no longer 150 people. If every seat is occupied our maximum capacity is now 66 people with social distancing in place.

During the initial phase of opening all restaurant and bar capacities will be reduced by 50% to aid in physical distancing. For the initial reopening phase there will also be a maximum of 6 guests per table, no exceptions.

In order to keep the capacities to the maximum allowable numbers and adhere to physical distance guidelines, new floor plans have been created with tables removed and select fixed booths and banquettes marked as closed. Where a 2 meter distance cannot be maintained, physical barriers have been placed where appropriate (for example, the bar areas).

All guests seated at the same table or different tables must be 2 meters apart unless they are in the same party.

Guest Flow and Physical Distance Signage

Posters and directional floor decals have been made to help promote guest physical distancing and direct traffic. Signage has also been made to limit the number of guests in the washrooms at any given time.

Waitlist and Front Door Protocols

Due to lowered capacities, the potential for waits at the front door are inevitable. While waiting, guests must not congregate within the establishment and they must observe physical distancing. The protocols for waitlists will depend on your location and the time of day but here are the options on how to handle waits at the front door:

- Have guests line up outside using physical distancing markers on the ground
- Use the seating software to record the guests information and text them when their table is ready
- Where possible we will keep contacts for 1 month as listed in the Public Health Order

When guest tables are ready you do not need to walk guests to their tables, but if you must please ensure you maintain 2 meters from the guest at all times and observe directional flow



markers. Only send guests to tables once the entire table area has been fully cleaned and disinfected.

Guests will be encouraged to view the menu on their phone, but single use menus will be available if requested and brought by the server.

Nothing should be preset on the tables.

When setting tables up with chairs, an access point must be established for the server to use when approaching the table. This can be the open side of a booth or by removing one or two chairs from the table. Guests are also not required to sit but they must remain 2 meters away from anyone who is not in their group.

Tables will have a maximum of 6 guests and under no circumstances are tables to be moved.

Enhanced Table Service Protocols

Here is a list of new service techniques that will help to observe the 2 meter distancing and when this cannot be maintained, other techniques to reduce the time spent at table

- Standing pose should be slightly back from the table, emphasizing comfort of the guest.
- All serving actions should be made with outstretched arms, rather than physical body. All effort should be made by servers to place menus, cutlery rolls, glasses, and dishes carefully and efficiently, and stand back when speaking with customers.
- When delivering food always, use the designated access point (missing chair or open side of the booth) and leave all food and drinks at this access point and let the guests pass out after you have left.
- Please only approach your own tables to limit guest exposure to multiple staff members
- If a guest requests salt, pepper or additional condiments please provide and they must be thoroughly cleaned and sanitized after each use.
- Have guests pour their own water as we will provide carafes for the table
- When refilling coffee, do not touch the mugs.
- Extra care must be taken when delivering drinks, respecting the guest's portion of the glass.
- If a tray is used it must be sanitized before and after use.
- If a guest is looking to take uneaten food home, please provide the packaging for the guest to pack it up themselves
- All menus are one time use and must be disposed of.
- No billfolds will be used and cash will ONLY be handled by the bartender. Any customer who wishes to pay cash will have their bill transferred to the Bar and the Bartender will accept payment at the location designated with the plexiglass at the bar
- When possible wait until the guests leave before removing dirty dishes and glasses
- Once the guests have completely left the table, it must be fully cleared, then cleaned and disinfected. This includes all table surfaces, chairs, benches, banquettes, and area around the booths.



Enhanced Bar Protocols

In addition to the table service protocols bartenders must be aware of additional measures put in place when making drinks:

- All bar equipment is to be completely cleaned and sanitized after single use.
- Utilize tongs for all garnishes.
- Bartenders should not sample cocktails with a straw when batching or mixing.
- Use of stir sticks and straws should be reduced from cocktails when possible to reduce touches for servers. These often fall on the floor and they are a high contact point for saliva.
- When pouring beer, tap spout and glass must not touch.

Food Pickup and Takeout Protocols

Where possible all delivery drivers should be directed to the back or kitchen door to receive the order once they have checked in.

If guests are picking up, they will be directed to the plexiglass portion bar to check in and pay if necessary. If they have prepaid, they can also be directed to the alternate door once they have checked in at the front door.

Enhanced Right To Refuse Guest Service

Management and staff have always reserved the right to refuse service to any guests. Typically this involves over intoxication or a guest's history of misconduct but now to protect our staff and other guests from infection, we must now expand this to cover any guests that appear visibly ill or have travelled recently and have not self isolated for 14 days.

To help support decisions of this kind, each location will have signage at the door to inform customers that anyone with symptoms of COVID-19 can be turned away.

Delivery, Suppliers and Vendors

The number of direct kitchen deliveries and vendors should be kept to an absolute minimum. Deliveries should be staged outside of the kitchen, unboxed and then safely put away. Gloves must always be worn when receiving orders and changed throughout and disposed of after.

To track deliveries, service companies and other vendors entering our locations we will be using a logbook to track and will include date, time, company name, all to be signed off by an employee. This must be retained for 30 days.

3. ENHANCED CLEANING, SANITIZATION & DISINFECTING MEASURES



This section primarily focuses on indirect transmission of the virus through contact with contaminated objects including; counters, surfaces, doors, handles, plates & glassware, video games, etc.

Reduction of transmission of this kind will involve reviewing and enhancing our cleaning, sanitation and disinfecting protocols through the use of new cleaning products, increased frequency of cleaning and new checklists and log books.

Sanitizing is meant to reduce, not kill the occurrence of microorganisms. Disinfecting a surface is meant to “kill” the microorganisms as per the label of the cleaning agent.

Personal Cleanliness

Personal hygiene has always been of paramount importance. While we trust that all staff maintain good hygiene, optics will be more important now than ever. Ensure that all aspects of personal hygiene are maintained to the highest standards at all times (hair, nails, clothing etc).

Enhanced Uniform Standards

All staff will be required to bring in their work clothes and change when they arrive. Where possible they will be asked to enter through staff entrances.

Handwashing Protocols

Handwashing is a proven means in reducing the risk of transmission. Wash your hands (including your palms, back of your hands, between fingers and under nails) for 20 seconds with lots of lather:

- when you arrive at work;
- before and after going on a break;
- after using the washroom;
- after handling cash or other materials that have come into contact with the public;
- before and after handling shared tools and equipment including garbages;
- before and after using masks or other personal protective equipment.

Hand sanitizer (>60% alcohol), can be used as an alternative but hands must be clean of dirt and debris for it to be effective. Each location has a number of visible hand sanitizing stations for both staff and guests.

Front of House (FOH) Cleaning Schedules

The new FOH cleaning routines need to be completed every thirty (30) minutes which will include extra cleaning and disinfecting of:

- All handles, knobs and push pads on doors



- Counters and shelves
- All contact surfaces
- All plexiglass barriers
- All handheld units
- All POS machines
- Handrails
- Posts
- etc

Back of House (BOH) Cleaning, Sanitation and Disinfecting

For the BOH all cleaning and checklists have been reviewed and updated with the following points to be aware of:

- Enhanced cleaning and disinfecting practices for high-contact areas such as surfaces in the kitchen while incorporating regular and end-of-shift cleaning and disinfection for all shared spaces with special attention to high touch equipment like freezer and cooler door handles, oven handles;
- Please ensure all cleaning supplies; such as soap and water, hand sanitizer, and disinfectant wipes are always abundantly available;
- Whenever possible, cooks and chefs should use their own tools and establish a system to eliminate or minimize sharing of communal equipment and small tools.
- Any shared equipment such as small appliances, mixers, etc should be cleaned between use and workers should wash their hands.

Cleaning and Disinfecting Chemical Product Knowledge

In the food service industry we must differentiate between food and non-food contact surfaces when choosing cleaning products and techniques. Food contact surfaces include most kitchen surfaces and counters including cutting boards as well as table and bar tops.

Process for non-food contact surfaces:

1. **Pre-clean** - spray and pre-clean visibly soiled surfaces to be disinfected
2. **Disinfect** - spray the surface with the correct agent
3. **Wait** - allow surface to remain wet for 45 seconds
4. **Dry** - dry surface

Process for food contact surfaces:

1. **Pre-clean** - spray and pre-clean visibly soiled surfaces to be disinfected
2. **Disinfect** - spray the surface with the correct agent
3. **Wait** - allow surface to remain wet for 45 seconds
4. **Dry** - dry surface
5. **Rinse** - Rinse the surface with potable water



Enhanced Nightly Closing Procedures

We will be posting new closing procedures with new end of day cleanliness tasks to be completed before leaving for both the FOH and BOH. These will include deep cleans and disinfecting focusing on all surfaces, high contact areas, equipment, etc. This will need to be signed off on by the closing manager.

4. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Cloth masks will be provided by the Company and must be worn by staff at all times. Cloth masks must be used in conjunction with other good hygiene practices including handwashing, proper coughing and sneezing protocols. Face shields will be provided to ensure specific tasks are undertaken safely.

Primarily, we wear masks to prevent sharing the virus with others, due to the unusual, asymptomatic nature of the Coronavirus. Here is how to properly use a mask:

- Wash hands before and after putting on, or removing your mask.
- Inspect the mask for damage or tears and always replace if it gets wet.
- Ensure the mask is covering your nose and mouth. If it is loose, loop the strings around your ears.
- Never wear it under your chin or hanging off one ear.
- Do not fiddle with the mask. If you need to adjust it, do so from the strings.
- The front of the mask is the most contaminated so do not touch this part of the mask or leave it on surfaces.
- When removing the mask, wash your hands first and only touch the straps.

Gloves can still be used when working on the food preparation line and during prep but they must be changed frequently or after each task. Gloves are mandatory when handling all kitchen and bar deliveries and when receiving raw food products and replaced as necessary.

POLICIES

All workers must ensure they are familiar with and adhere to the relevant policies referred to in this Plan, including:

- Fitness for Work Policy & Health Declaration (**Appendix A**)
- Violence Prevention Policy (**Appendix B**)
- Bullying & Harassment Policy Statement (**Appendix C**)
- Colony Food Safety Plan

Safety Resources



Worker Health & Safety Representative

Worker Health & Safety Representatives will be scheduled during all operating hours and act as a coordinator for all staff safety questions or concerns. Representatives form our Joint Health & Safety Committee along with management representatives, and work collaboratively to improve safety measures on a continuous basis.

Designated Safety Supervisor

In addition to Worker Health & Safety Representatives, a designated manager or shift leader will always be scheduled for the express purpose of ensuring that the protocols outlined in this Plan are followed. This designated person will be on the floor at all times. Customer inquiries should be directed to the Designated Safety Supervisor as needed.

COVID-19 Safety Plan

This package must be visible and available at all times for reference by management, staff, and if requested, guests.

Additional Resources

[BC Centre for Disease Control](#)

[HealthLinkBC Covid-19 Self-Assessment Resources](#)

HealthLinkBC Hotline: **811**

Report issues to our team via email to safety@thisisblueprint.com

Report Unsafe Working Conditions via WorkSafeBC (604-276-3100)

Employee & Family Assistance Program via Homewood Health (**1-800-663-1142**)

COMMUNICATION & TRAINING

All workers must attend a training seminar on the COVID-19 Safety Plan prior to beginning their first scheduled workday after 19 May 2020. Records of completion will be retained.

All workers are encouraged to seek clarification on any aspect of the Plan as appropriate.

Regular reminders will be shared with all staff in pre-shift briefings, via the scheduling system, and in the broad use of physical media (posters) within our locations.

ONGOING MONITORING & UPDATES

This plan is in place effective from 19 May 2020 until further notice. We will continue to be guided by WorkSafeBC, the Public Health Office, and other recognized sources of best practice, as well as regular consultation with our workers in our adherence to and improvement of the Plan. Updated versions of the Plan will be distributed as appropriate.



APPENDIX A FITNESS FOR WORK POLICY

This is Blueprint Management (the “Company”) is committed to ensuring a healthy and safe working environment. As part of our overall approach, we ask all team members to consider their fitness for duty prior to starting their working day or shift. We each have a personal responsibility to ourselves and others in the workplace to prevent transmission of communicable disease. Managers have additional responsibilities and authority to support wellness at work, as outlined below.

Questions relating to this policy should be directed to hr@thisisblueprint.com.

DEFINITION & SCOPE

Symptoms of Illness

Prior to starting work, an employee must assess whether they are experiencing any typical symptoms of illness, including fever, aches, coughing or sneezing, headache, or nausea.

Exposure to COVID-19

Even if an employee is not experiencing symptoms of illness, but has been in close proximity with someone who has a confirmed or presumptive case, or has recently travelled out of the country and returned within fourteen days from the date of their return to work, they may be considered at elevated risk of exposure.

Responsibility to Inform & Health Declaration

It is every employee’s responsibility to inform their supervisor / manager of any symptoms or exposure to communicable illness (specifically COVID-19) as soon and as safely as possible.

During periods of heightened risk of communicable illness (eg COVID-19), employees will be required to state their fitness for work by completing a *Health Declaration Form* (below) prior to their first working shift after being recalled or hired.

Self-Isolation Requirement (Quarantine)

In order to minimize the risk of transmission of communicable disease, an employee who has experienced symptoms of illness, has had a potential exposure to a confirmed or presumptive case of COVID-19, or has recently travelled outside of Canada, is required to remain away from work for a period of fourteen days. Employees in self-isolation are strongly encouraged to follow prevailing public health guidance (link below) throughout this period.



Alternative Duties

Where applicable, an employee may be asked to perform alternative duties, for example working remotely, during a period of self-isolation, to enable ongoing work while reducing the risk of exposure for other team members. During this period, the Remote Working Policy shall apply.

Return To Work

Employees returning to work after a period of self-isolation must be free from symptoms or potential exposure for a period of at least **fourteen** days, including those who were isolating due to recent travel but who have not presented symptoms.

Employees will be required to complete a Health Declaration Form prior to returning to work.

Management Role & Responsibilities

The General Manager or their designate plays a critical role in mitigating the health risks of communicable diseases. Managers are responsible for:

- ensuring that this Policy is distributed, discussed and understood by all workers at their location;
- overseeing compliance with the Fitness for Work Policy and its requirements by all workers at their location, including standing down any employee who discloses or exhibits symptoms or potential exposure to COVID-19;
- maintaining the privacy and security of personal information in accordance with the prevailing legislation;
- reporting any potential exposure of a communicable disease to both hr@thisisblueprint.com and WorkSafeBC; and
- reporting any breaches of the Fitness for Work Policy for investigation via the HR team.

Health Resources

[BC Centre for Disease Control](#)

[HealthLinkBC Covid-19 Self-Assessment Resources](#)

HealthLinkBC Hotline: 811

Employee Assistance Program *via Homewood Health* (1-800-663-1142)



HEALTH DECLARATION FORM

As part of the Company's COVID-19 Safety Plan, workers are required to complete this form prior to their first working shift after being recalled or hired, in order to minimize the risk of transmitting COVID-19 to other workers and guests.

Full name: _____

Date: _____

I declare that:

1. I have not recently experienced any of the following symptoms of illness:

- Fever
- Chills
- New or worsening cough
- Shortness of breath
- New muscle aches or headache
- Sore throat

2. I have not travelled outside of Canada in the last fourteen days;

AND

3. I have not been in close contact with a person diagnosed with, or suspected of being infected by, COVID-19 in the last fourteen days.

If I cannot complete this declaration, I understand that I must refrain from entering the workplace, and should follow the self-isolation requirements provided by the Fitness for Work Policy, provincial health guidelines and other prevailing authorities.

Signed: _____



APPENDIX B VIOLENCE PREVENTION POLICY

This is Blueprint Management ("The Wobbly Canoe") is committed to provide a safe work environment where everyone is treated with respect and dignity. Violence in the workplace is unacceptable, against the law and will not be tolerated in any form.

Every effort has been made to identify the sources of such action, and procedures have been developed to eliminate or minimize the risks to staff. The Company will ensure that all staff are aware of the hazards and are trained in the appropriate actions to take for protection from acts or threats of violence.

DEFINITION & SCOPE

WorkSafeBC defines violence as "the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury."

This policy applies to all workers operating on premises or in the undertaking of business activities, up to and including work-related travel.

Management is committed to ensure that the conditions of the work environment serve to minimize and eliminate, as much as possible, the risk of violence occurring to employees in the workplace and during an employee's performance of work duties.

Workers must follow the procedures implemented for their protection, and immediately report all incidents of violence.

No employee shall participate in, or encourage violence and/or violent actions toward another co-worker, manager or non-employee e.g. customer, in a work situation whether on or off the Company's premises.

RISK ASSESSMENT

As businesses operating in the hospitality, retail and live event industries, we recognize the potential for violent acts or threats directed against staff by persons other than our employees.

Specifically, we have identified the following risks:

- Employees who are involved in the sale of alcoholic beverages or the provision of premises for the consumption of alcoholic beverages;
- Employees who are required to perform security services;
- Employees whose working locations or hours expose them to higher potential risk of violence; or



- Employees' transport to and from the work premises may present increased exposure to risk of violence.

PROCEDURES FOR PREVENTING VIOLENCE

Service of Alcoholic Beverages

All employees serving alcoholic beverages are required to hold and maintain Serving It Right certification, and to abide at all times by its guidelines, which meet the Liquor Control and Licencing Act.

Provision of Security Services

All employees providing security services are required to hold and maintain Basic Security Training certification, and to abide at all times by the prevailing Company standards including the Security Host Handbook.

Work Locations or Hours with Increased Risk

Employees who work in locations or during hours which present an increased risk of violence should consult the policies and practices specific to their work location, including protocols for preventing working alone, using security infrastructure in place, and arriving or leaving the work premises safely.

PROCEDURES FOR REPORTING VIOLENCE

All incidents of violence must be reported and investigated with appropriate corrective measures taken. The procedures for reporting an incident are as follows:

- The employee will immediately report the incident to a trained Security Host, or otherwise to their Manager.
- **If any persons are injured as a result of an incident of violence, the priority is in seeking appropriate medical treatment.**
- The Security Host / Manager should assess the situation and ensure that the risk of violence has been reduced / eliminated (see Security Host Handbook for further details).
- The employee and manager will document the information in an incident report form.
- The manager is responsible for investigating the incident as a matter of urgency, beginning with completing an incident report form, which should be submitted to the Director of Security & Liability. Further investigation shall be undertaken under the DSL's direction.

Reports of violent incidents will be reviewed by management and the joint health & safety committee, and corrective measures will be taken to prevent a recurrence of the incident.



Any report of violence will be kept in confidence, except as necessary to investigate and resolve the situation.

RECORD KEEPING REQUIREMENTS

The Company expects that workers will keep written accounts of incidents to submit with any complaints. The Company will keep a written record of investigations, including the findings.

ANNUAL REVIEW

This policy statement will be reviewed every year. All workers will be provided with a copy.

Date created May 2020	Annual review date May 2021
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APPENDIX C BULLYING & HARASSMENT POLICY STATEMENT

This is Blueprint Management (the “Wobbly Canoe”) is committed to providing a respectful workplace. Where instances of bullying or harassment are alleged, the Company will ensure a thorough investigation is conducted and, where reasonable and appropriate, act on the findings. The Company operates a zero-tolerance policy towards bullying and harassment, and where appropriate will instigate disciplinary action up to and including dismissal.

All workers, including managers and department heads, will be trained on recognizing the potential for workplace bullying and harassment, responding to workplace bullying and harassment, and the contents of this Bullying and Harassment Policy Statement.

DEFINITION & SCOPE

1. Workplace conduct

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

2. Bullying and harassment

(a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, including sexual harassment, but



(b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, innuendo, calling someone derogatory names, harmful hazing or initiation practices, inappropriate or unwanted touching, vandalizing personal belongings, and spreading malicious rumours.

Sexual harassment means unwelcome conduct of a sexual nature that detrimentally affects the work environment or leads to adverse job-related consequences for the victims of the harassment.

3. Workers must:

- not engage in the bullying and harassment of other workers
- report if bullying and harassment is observed or experienced
- apply and comply with the employer's policies and procedures on bullying and harassment

4. Application

This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and electronic communications, such as email.

REPORTING BULLYING OR HARASSMENT

1. How to report

Workers at This is Blueprint can report incidents or complaints of workplace bullying and harassment verbally or in writing.

2. When to report

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

3. Reporting contact

Report any incidents or complaints to your Manager.

4. Alternate reporting contact

If you are uncomfortable reporting the incident or complaint to your Manager, contact the Director of People & Culture.

5. What to include in a report



Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

INVESTIGATION PROCESS

1. How and when investigations will be conducted

Most investigations will be conducted internally. In complex or sensitive situations, an external investigator may be engaged.

Investigations will:

- Commence within 7 calendar days of the complaint being received;
- be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;
- be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations;
- be sensitive to the interests of all parties involved, and maintain confidentiality;
- be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses; and
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process.

2. What will be included

Investigations will include interviews with the alleged complainant, the alleged respondent, and any witnesses. If the alleged complainant and the alleged respondent agree on what happened, then the Company will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as emails, handwritten notes, photographs, video or physical evidence available.

3. Roles and responsibilities

The Director of People & Culture is responsible for ensuring workplace investigation procedures are followed. The Director of People & Culture will conduct investigations and will provide a written report with conclusions to the Principal. In the event that the Director of People & Culture is recused, the Principal will serve as an alternate.



If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the Principal.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

4. Follow-up

The alleged respondent and alleged complainant will be advised of the investigation findings by the Director of People & Culture.

Following an investigation, the Director of People & Culture will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace.

Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, workers may be referred to the Employee Assistance Program or be encouraged to seek medical advice.

5. Record-keeping requirements

The Company expects that workers will keep written accounts of incidents to submit with any complaints. The Company will keep a written record of investigations, including the findings.

ANNUAL REVIEW

This policy statement will be reviewed every year. All workers will be provided with a copy.

Date created October 2019	Annual review date October 2020
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COVID-19 SAFETY PLAN

POLICY ACKNOWLEDGEMENT

By signing below, I confirm that I attended training on, understand and agree to abide by the requirements of This is Blueprint's COVID-19 Safety Plan and associated policies:

Signature: _____

Print Name: _____

Job Role: _____

Date: _____