



## WORKPLACE HARASSMENT POLICY STATEMENT

Tim Hortons Inc. is committed to creating a positive work environment by ensuring that everyone is treated with dignity and respect. While the company has overall responsibility for creating and maintaining a work environment free from discrimination and harassment, all employees have a personal responsibility for conducting themselves in a professional and businesslike manner at all times.

Workplace harassment will not be tolerated from any person in the workplace.

Harassment and bullying includes any inappropriate conduct or comment by a person towards an employee that the person knew or reasonably ought to have known to be unwelcome, and would cause the employee to be humiliated or intimidated. This includes any bothersome conduct or comment pertaining to an individual's race, colour, place of origin, ethnic origin, ancestry, citizenship, handicap, marital status, family status, sex, age, creed, sexual orientation and record of offences.

Psychological harassment is any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures that affects an employee's dignity or psychological or physical integrity and results in a harmful work environment for the employee.

Sexual harassment is a course of vexatious comment or conduct that is known or ought to be known to be unwelcome including sexual advance or solicitation or threatening or instituting reprisal against a person who rejects his or her sexual advances.

Reasonable action or conduct by an employer, manager/supervisor that is part of the normal work function is not considered harassment or bullying. Examples include changes in work assignments, scheduling, job assessment and evaluation/ performance management, implementation of dress code and disciplinary action.

Employees are to report any incidents of harassment to their manager or Human Resources as soon as possible. Managers/Supervisors will report all claims of harassment to Human Resources.

Human Resources will investigate all reports of harassment in a fair and timely manner while protecting the privacy of all parties as much as possible.

A handwritten signature in blue ink, appearing to read 'M. Caira'.

Marc Caira, President and CEO

3/28/2014

Date