

Family and Domestic Violence Guidance Note (Canada)

1. Purpose

Rio Tinto is committed to ensuring its employees are safe. The purpose of the Family and Domestic Violence Guidance Note (the **Guidance Note**) is to ensure all employees are safe within our workplace and to encourage employees at risk of or experiencing family and domestic violence at home to seek support.

The Guidance Note details support mechanisms available for all Canadian based employees who are victims of family and domestic violence and sets out steps for leaders and colleagues on how they can support staff in these situations.

2. Scope and Applicability

The scope of this Program applies to:

- Permanent full-time and part-time employees with a minimum of 2 months continuous service.
- Temporary employees engaged on fixed term contracts who have completed 2 months' continuous service under their contract; any leave period is limited to the remaining duration of their contract, if less than full entitlement period.
- Casual employees who have, or will have, been engaged by the Company in continuous service for at least 2 months prior.

3. What is Family and Domestic Violence?

Family and Domestic violence refers to acts of violence that occur between people who have, or have had, an intimate relationship; violence between family members; between partners, housemates or violence towards or from children. These acts include physical, sexual, emotional, financial and psychological abuse.

4. Support for individuals at risk of or experiencing family and domestic violence

Rio Tinto is committed to creating an environment where our employees feel safe and are confident in seeking support.

The support provided includes:

- a. Appropriate advice and services for implementing safety plans (for example: escort to and from car park, setting up new telephone numbers, screening/blocking calls and emails, etc.).
- b. Long term or ongoing and emergency support options including:
 - i. Leave arrangements
 - ii. Flexible working arrangements
 - iii. Family rooms should employees need to attend work with children (subject to availability at the Rio Tinto operation)
 - iv. Emergency accommodation
 - v. Emergency financial assistance

Rio Tinto is committed to ensuring employee confidentiality and privacy. All employee records concerning family and domestic violence will be kept confidential and only disclosed in exceptional circumstances such as where disclosure may prevent risks to dependents, is required by law or to maintain the safety of the employee and/or other staff.

5. Leave Arrangements

Rio Tinto will provide up to 10 days of paid leave per annum to employees who are victims of family and/or domestic violence and need time off work for legal assistance, court appearances, counselling, relocation, or to make other safety arrangements. At the leader's discretion, the leave may be approved when a member of the employee's immediate family (spouse, parents, children or sibling living with the employee) is victim of family and/or domestic violence. Additional paid leave may be granted at the discretion of the employee's General Manager in consultation with HR Regional Operations.

This leave is paid at the employee's base wage at straight time based on their normal work schedule and it must be taken in no less than 1 day increments (e.g., 8, 10, or 12 hours, dependent upon employee shift).

Total payments made to the employee must not exceed the total period of leave (e.g. if the employee only takes leave for 3 days they will only receive paid leave for 3 days).

If a paid holiday occurs while the employee is on paid leave, the paid holiday will not extend the total paid leave entitlement.

This leave does not accrue from year to year, nor is it paid out on termination of employment.

An employee may, at their leader's discretion, be required to produce evidence to support the need for leave such as a document issued by the police service or a court, or a statutory declaration.

5.1 Emergency Financial Assistance and Accommodation

Rio Tinto will provide emergency financial assistance and accommodation of up to 3 days (not to exceed \$1,200.00 CAD) to employees who are victims of family and/or domestic violence and need urgent and immediate assistance. The employee is responsible to provide relevant documentation for all reimbursement(s) sought under this guidance.

Additional emergency accommodation and/or financial assistance may be granted at the discretion of the employee's General Manager in consultation with HR Regional Operations (HR). Employees seeking this assistance should speak with their Manager and/or HR.

5.2 Applying for leave

The employee is encouraged to provide notice to the Company to the extent possible. Where possible, notice shall include:

- The intention to take leave;
- The expected date and duration of leave;

The employee is responsible for submitting a leave request in a reasonable timeframe under the circumstances in order to ensure proper payment during leave period.

Employees are encouraged to communicate with their leaders regarding their date of return or need for additional time away.

6. Domestic and Family Violence in the Workplace

There may also be instances where a person is using work resources and time to be abusive towards others. It is never acceptable to use our workplace to be abusive to those within or outside the workplace. Such behaviours may include:

- emailing, phoning or texting while at work
- using work IT systems to access private information about someone
- acting abusively towards other staff or clients
- taking time off to pursue litigation that is designed to harass or undermine someone
- manipulating pay or roster systems to avoid child support or other obligations (this can be a form of financial abuse)

If you have an awareness of this occurring, please contact your leader or HR. Employees found to have behaved this way at work will be subject to disciplinary action up to and including termination of employment.

7. Guidance for victims, leaders and colleagues

7.1 Immediate danger

If you are feeling unsafe right now, call 911.

7.2 Seeking support from leaders or colleagues

In the first instance, employees may feel more comfortable approaching their immediate leader or other colleagues. Rio Tinto will offer training and support, open to all employees, so that they are equipped to assist if a situation of this nature should arise.

7.3 Seeking support from the Employee & Family Assistance Program (EFAP)

Either individually, or with the support of their leader or colleagues, employees can contact their EFAP to speak directly with a trained person who can offer advice, support and assistance as required. Contact details are available via myRioTinto>myWellbeing, and can also be provided by HR or your leader.

In the context of this guidance note, if an employee is concerned about their safety in the workplace they should, individually or with the support of their leader or colleagues, contact their business units EFAP.

7.4 Seeking support from an external provider

There are several options for employees seeking support through external services. A list of the services, including 24 hour support services, and their contact details can be found at Appendix 1.

7.5 Identifying an employee potentially affected by or experiencing family and domestic violence

There are a number of indicators that may be a potential sign that an employee or colleague is affected by family and domestic violence. These include:

- An employee or colleague may not be delivering their usual quality of work, or have difficulty managing deadlines

- They may be getting lots of telephone calls, texts, emails or visits from the perpetrator that seem to be unwelcome
- They may be repeatedly taking time off or being late
- They may be wearing clothes that are inappropriate for the season, such as long sleeves that might be hiding bruises, or wearing same clothing given their temporary arrangements
- They may have a sudden change in behaviour, such as becoming anxious or upset for no apparent reason or display protective behaviours of children
- They may withdraw or become less inclined to interact with their colleagues.

7.6 How can a leader or colleague show support?

If you believe an employee or colleague may be affected by family and domestic violence, you can take a number of actions to support them, such as:

- asking the employee if and what type of support they might need from you
- listening and taking conversations seriously and non-judgementally
- being culturally sensitive and appropriate
- focusing on the employees safety and that of their family
- suggesting the employee call a domestic violence support line and offer to be with them when they make the call
- respecting the employee's decisions
- offering your support and understanding
- calling 911 if there is an immediate risk of harm
- seeking out information or support services, internally and externally (where appropriate), that will assist the employee in coping and managing the situation
- allowing time for appointments (i.e. counselling, housing, children's education, doctors) at short notice
- providing flexibility in relation to performance management: continue to have regular conversations about the job requirements, performance expectations and development opportunity of that feedback cycle in a sensitive manner
- with assistance from HR, offer to develop workload strategies for work to be managed and assessed taking into consideration the circumstances.

Appendix 1

If you are feeling unsafe right now, call 911.

External support providers

National

The Employee and Family Assistance Provider can provide employees with one on one counselling and a response to critical incidents. Details on the EFAP can be provided by HR or your leader, and via myRioTinto>myWellbeing.

Quebec

Domestic Violence Hotline: Provides anonymous and confidential domestic violence services via telephone or email. (Montreal, QC)

www.sosviolenceconjugale.ca
Telephone: 514-873-9010
Toll free: 1-800-363-9010

British Columbia

VictimLinkBC: Helpline designed to provide information and support to those experiencing domestic violence. Confidential, multilingual service available across B.C. and Yukon in more than 110 languages including 17 North American Aboriginal languages.

<http://www.domesticviolencebc.ca/>
Phone: 604-875-0885
Toll Free TTY: 1-800-563-0808

Battered Women's Support Services: Provides education, advocacy and support services to assist women. (Vancouver, BC)

<http://www.bwss.org/>
Crisis line: 604-687-1867
Toll Free: 1-855-687-1868

Greater Vancouver Crisis Line: Non-profit organizing that provides emotional support to youth, adults and seniors in distress. (Greater Vancouver, BC)

Telephone: 604-872-3311
Toll Free: 1-866-661-3311
TTY: 1-866-872-0113

Women Against Violence Against Women (WAVAW):
604-255-6228; Crisis Line, Tel (24 hrs): 604-255-344

Crisis Services and Shelter to Battered Women: 604-338-1227

Newfoundland (and Labrador)

HRLE program for Victims of Violence
Telephone: 1-877-729-7888

Alberta

Alberta Health Services: 1-877-303-2642 ou/or
<https://www.albertahealthservices.ca/info/service.aspx?id=6810>

Alberta Works, Support For Albertans Fleeing Abuse: 1-888-644-5135

Edmonton John Howard Society, Family Violence Prevention Centre: 1-780-423-1635

A Safe Place (Sherwood Park) – Abused Women Support Group: 1-780-464-7232;
Crisis Line: 1-780-464-7233

Atlantic Canada / Maritimes

St. John's Women's Centre/Marguerite's Place: 709-753-0220
Coalition Against Violence: 709-757-0137

Manitoba

Domestic Violence Crisis Line: 1-877-977-0007

NorthWest Territories

NWT Help Line: General helpline there to provide support to those in crisis.
Telephone: 1-800-661-0844

Victim Services: 1-867-767-9261

Yellowknife Victim Services: 1-867-765-8811

Alison McAteer House: 1-866-223-7775

Centre for Northern Families: 1-867-873-2566

Nunavut

Nunavut Kamatsiaqtut Help Line: Provides anonymous and confidential counseling for northerners in crisis.

<http://www.nunavuthelpline.ca/>

Telephone: 867-979-3333

Toll Free: 1-800-265-3333

Community Wellness Centre Crisis Shelter: 1-867-983-5232; 1-867-983-4677

Crisis Intervention Centre: 1-867-982-3210

Ontario

Abused Women's Helpline: (24hrs): 1-800-265-1576

Battered Women's Support Services: (24hrs): 1-855-687-1868

Fem'aide (francophone): (24hrs): 1-877-336-2433

Victim Support Line: 1-888-579-2888

PEI

Family Violence Prevention Services: 902-894-3354

Victim Services of PEI: 902-368-4582

Eastern PEI Family Violence Prevention Services: 902-838-0628

Saskatchewan

Sexual Assault Crisis Phones: 306-764-1039

Yukon

Family Violence Prevention Unit/Victims Services:

Whitehorse, Tel: 867-667-8500

Dawson City, Tel: 867-993-5831

Watson Lake, Tel: 867-536-2541

Guidance note custodian AoE Benefits

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