



March 12, 2019

To Whom It May Concern:

**RE: WE'S POLICIES AND PROCEDURES CONCERNING WORKPLACE
VIOLENCE, HARASSMENT AND/OR SEXUAL HARASSMENT**

I am counsel to WE Charity and ME to WE Social Enterprises (“WE”) on issues related to workplace health and safety.

As many readers of this letter are likely aware, provincial legislation and the Canadian common law require employers such as WE to take appropriate measures to prevent workplace violence, harassment, and/or sexual harassment, and investigate and address incidents of same when they are brought to employers’ attention. It is evident that WE takes these obligations very seriously given that WE has implemented the following steps to ensure the well-being of its employees:

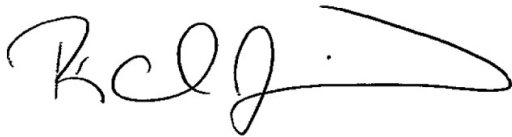
1. WE has prepared and circulated extensive internal policies relating to workplace violence, harassment, and/or sexual harassment. Such policies very clearly set out, among other things:
 - measures and procedures available to employees to report incidents of workplace harassment to their supervisor, WE’s human resources team, or other WE leadership, including anonymously via the secure WE intranet system;
 - how incidents or complaints of workplace harassment will be investigated and dealt with; and
 - how a worker who has complained about workplace harassment and the alleged harasser, if the latter is an employee of WE, will be informed of the results of WE’s investigation and of any corrective action to be taken as a result of the investigation.
2. WE has subjected the above-mentioned policies to rigorous third-party external review by the law firm Singh Lamarche LLP to ensure that the policies comply with applicable law. The report of Singh Lamarche LLP is attached and confirms that WE’s policies are legally compliant. In fact, the report asserts that WE’s policies represent the “gold standard” in demonstrating WE’s commitment to the protection of its employees. As Singh Lamarche observed, “[t]he Policies [are] clear, comprehensive and thorough.”
3. WE has provided its executives, heads, managers and front-line staff with training to ensure that WE’s employees are aware of their workplace rights and obligations in respect of workplace violence, harassment, and/or sexual harassment. On an on-going basis, WE provides similar training to all on-boarding staff. WE has additionally posted in its workplace copies of the *Occupational Health and Safety Act*, so that employees can for themselves verify their legislated

rights and WE's obligations concerning health and safety. All employees have full access to this information via multiple platforms.

4. Complaints of harassment and/or sexual harassment infrequently arise at WE. Nonetheless, as with all large workplaces, from time to time WE managers may receive reports of misconduct. In every case, WE immediately commences an investigation that involves a discussion with the complainant, relevant witnesses and the alleged perpetrator. When necessary, WE takes appropriate measures to address misconduct found to have occurred. Those measures may include the immediate dismissal of perpetrators found to have engaged in wrong-doing. I have personally observed WE respond to reports of misconduct and can unequivocally say that WE applied its policies, investigative procedures, and remedial steps in a careful, consistent and fair manner.

Based on WE's track record, it is clear that WE's leadership is ardently protective of the rights of its employees to a violence-free and harassment-free workplace. WE does so with a sense of legal and moral obligation. Having regard to the foregoing, any employee, stakeholder, or observer of WE should be assured that WE behaves in a manner consistent with its legislated responsibilities and its own sense of purpose.

Yours truly,

A handwritten signature in black ink, appearing to read 'Rich Appiah', with a long horizontal flourish extending to the right.

Rich Appiah