



WORKPLACE BULLYING AND HARASSMENT POLICY

(the “Policy”)

— INTRODUCTION

Tinka Resources Limited (the “Company”) is committed to creating and maintaining a workplace environment which fosters mutual respect, integrity and professional conduct. In keeping with this commitment, the Company has established this Policy to outline a complaint and resolution process for all employees and contractors who feel that they have been a potential victim of bullying or harassment by any employee, manager or an outside party (e.g., consultant or contractor) with whom they are dealing in the course of their employment.

The Company will not tolerate bullying or harassment in the workplace and will make every reasonable effort to prevent and eliminate conduct which falls within the scope of this Policy.

— APPLICATION AND SCOPE

All Company employees, officers and directors are covered by this Policy. This Policy applies to all activities which take place on the Company’s premises (including interpersonal and electronic communications), or which are directly connected to the workplace and during any employment-related duties or activities, including conferences, training sessions, work-related trips and social functions.

— DEFINING WORKPLACE BULLYING AND HARASSMENT

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. The definition excludes (i) reasonable actions taken by a manager or supervisor which includes the normal exercise of supervisory responsibilities, such as performance reviews, direction, counseling and disciplinary action where necessary, provided they are conducted in a respectful, professional manner, in accordance with the Company’s policies and procedures; (ii) social interactions, jokes and bantering, which are mutually acceptable, provided the interactions are respectful and there is no negative impact for others in the work environment and disagreements; and (iii) misunderstandings, miscommunication and/or conflict situations, provided the behaviour of the individuals involved remains professional and respectful.
- B. are often characterized by any unwelcome or objectionable conduct or comment which would be considered discriminatory, which includes conduct or comment in respect of the following prohibited grounds: race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of person.

Conduct need not always be repeated or persistent to constitute harassment. Examples of bullying and harassment could include but are not limited to:

- verbal, written or physical threats and intimidation;
- unwelcome remarks, questions, jokes, innuendo or taunting;
- unusual staring which may cause a person to feel intimidated;
- persistent and unreasonable shouting or yelling at a person or persons;
- excessive swearing or derogatory name calling directed at a person or persons;
- targeting of a person or persons through persistent, unwarranted criticism;
- public ridicule;
- comments on a person's appearance, age, sex, private life, etc;
- vandalizing personal belongings;
- spreading malicious rumours, gossip or negative innuendo.

Sexual harassment is defined as unwanted, unwelcome, unsolicited or unreciprocated sexual attention such as sexual advances, requests for sexual favours or other verbal or physical behaviour of a sexual nature. It includes (but is not limited to) behaviour that:

- has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- has the purpose or effect of undermining work performance, work relationships or productivity; or
- makes, expressly or by reasonable implication, submission to or rejection of such advances a consideration with respect to employment, promotion, work assignments, compensation, or is used as the basis for decisions generally affecting an individual's employment.

Examples include:

- unwanted and inappropriate physical contact;
- sexual advances with actual or implied work related consequences;
- physical violence, including sexual assault;
- sexual jokes, innuendos or horseplay;
- display or communication of pornographic or other offensive materials such as emails, graffiti, or cartoons which are derogatory or demeaning of any person.

The above definitions are intended to be general guidance and not exhaustive and the types of behaviour described are by way of illustration only.

— **EMPLOYEES' RIGHTS, ROLES AND RESPONSIBILITIES**

Each and every employee of the Company is expected to support the implementation of this Policy by:

- conducting oneself in a manner which demonstrates professional conduct, mutual respect for others and which honours diversity in the workplace;
- not engaging in bullying or harassment of others;
- participating fully and in good faith in any resolution process or formal complaint and investigation process, including maintaining confidentiality;
- reporting any bullying and harassment to their immediate manager or supervisor;
- respecting the rights to personal dignity, privacy and confidentiality pertaining to this Policy.
- agreeing to full compliance with this Policy.

— **MANAGEMENT ROLES AND RESPONSIBILITIES**

While every employee is responsible for maintaining and contributing to an environment which is free from bullying and harassment, those in positions of authority carry more responsibility than other employees within the Company's organization. Management (including officers and senior managers) have additional obligations to make every reasonable effort to establish and maintain a workplace free of bullying or harassment. Responsibilities of management relating to this

Policy include, but are not limited to:

Officers of the Company

- support of a worker through the provision of advice and adequate investigation of a complaint;
- determination of appropriate responses, including remedies for victims, counselling as required, and the enforcement of corrective and/or disciplinary measures;
- provision of appropriate communication channels for the complainant including final outcomes;
- maintaining the confidentiality of the complainant (as far as possible), subject to the exceptions set out in this Policy;
- leading by example and in full compliance with this Policy.

Managers and Supervisors

- must aim to prevent and discourage bullying and harassment by making employees aware of this Policy;
- should lead by example and in full compliance with this Policy;
- should encourage employees to report harassment if it occurs and inform an officer of the Company of any complaints that are received or incidents observed;
- must immediately report incidents of bullying or harassment to an officer of the Company.

— **CONFIDENTIALITY**

All persons associated with a complaint of bullying or harassment must recognize the serious nature of such complaints and practice sensitivity and confidentiality in relation to them. Generally and where possible, or unless required by law, the Company will not disclose the names of those involved or the circumstances related to the complaint to any person, except to the extent that disclosure is necessary for the purposes of investigating and taking action on the complaint. Where a complainant requests that the complaint not be communicated to others, that request will be respected unless management determines that the seriousness of the complaint is such that steps must be taken to address it. Complainants must also appreciate that, in order to carry out a fair investigation of the complaint, the Company will normally disclose the complaint to the alleged perpetrator to allow that person to fully respond. The Company may also need to disclose details of the complaint when seeking relevant information from other employees. Employees who are interviewed as witnesses in connection with a complaint must treat the investigation as confidential.

— **COMPLAINT PROCEDURES**

Where reasonable to do so and other than in cases of serious obvious incidents of bullying and harassment (e.g. physical or sexual assault), employees are encouraged to communicate to the perpetrator that their conduct is unwelcome. If this is not possible or effective, then the complaint resolution procedures outlined below should be used.

Informal Complaint Resolution

If the harassment or bullying persists, or the employee is uncomfortable confronting the alleged harasser directly, the individual should inform their manager. If the alleged harasser is the manager or if the manager is away on leave, individuals should contact that manager's supervisor. If there is no such supervisor, the individual is encouraged to contact the local Office Manager via email at teescuchamos@tinkaresources.com or if there is no immediate acknowledgement to the situation, the individual is also encouraged to contact the Corporate Secretary of the Company at: mbermudez@chasemgt.com

If considered appropriate in less serious cases of bullying or harassment, the manager may seek an informal resolution by discussing the allegation with the complainant, alleged harasser, and witnesses with a view to reaching a solution. This process provides an opportunity to resolve a complaint in a relatively straightforward manner. If a resolution acceptable to

both complainant and alleged harasser is agreed upon, the issue will proceed no further. If no agreed resolution is achieved, the complainant may ask for formal complaint resolution.

Formal Complaint Resolution

Serious allegations of bullying and harassment or ones that are reoccurring or have not been resolved informally will be referred for a more formal investigation.

The following are the normal steps in formal complaint resolution, although they may be adapted to the circumstances:

- The complainant should prepare and maintain a written record of the dates, times, nature of the behaviour and witnesses (if any) and forward their written complaint to the manager.
- The Company will designate a staff member or other qualified individual to investigate. Investigation will normally include interviews with the complainant, any witnesses and the alleged harasser separately to gather information about the complaint allegations and explain the investigation procedures. The Company aims to complete investigations promptly and normally within 30 days, but complex cases may take more time.
- The Company will communicate back in writing to the complainant and the alleged harasser with the results of the investigation.
- If complaints against an alleged harasser are proven correct, sanctions and disciplinary measures arising from the resolution of the complaint will be immediately administered and may include (a) written warning and performance evaluation; (b) suspension; or (c) dismissal, as applicable.

Complaint Made to External Authority

Where a complaint is made to an external body (e.g., Police) any pending internal resolution procedures may, at the Company's discretion, be held in abeyance pending the resolution of the external complaint. While the Company acknowledges the right of employees to make such external complaints, it encourages employees to pursue resolution under this Policy.

— **NO RETALIATION**

Complainants and witnesses must not be subject to any form of retaliation, including exclusion from social activities within the workplace, by the alleged harasser, management or any other employees. Any retaliatory action should be reported in the same way as a complaint of bullying or harassment for resolution as set out in this Policy.

— **ANNUAL REVIEW AND RELATED MATTERS**

This Policy and the Reporting/Investigation Procedures which apply to it will be reviewed annually by the Company's Board and any changes to this Policy and the related Reporting/Investigation Procedures will be communicated to all individuals to whom this Policy applies.

In addition to this Policy, the Company may also adopt such other policies as may be required in compliance with rules and regulations of the local jurisdictions where it operates.

Employees will be provided with a copy of this Policy and the related Reporting/Investigation Procedures and are required to acknowledge that they have read this Policy by signing the attached Schedule "A" Acknowledgement.

IMPLEMENTED by the Board of Tinka Resources Limited on this 20th day of March, 2019