

## Human Resources

# Anti-Harassment Policy

**General Policy Statement: Novanta Inc. prohibits and will not tolerate any discriminatory harassment or sexual harassment.**

## Purpose

To state the company's policy for maintaining a work environment that is free from sexual harassment and other forms of discriminatory harassment. To describe the reporting procedure for employees who have been subjected to or witnessed unlawful harassment.

## Applicability of this policy

This policy applies to Novanta and its subsidiaries worldwide, and all of their respective officers, directors, employees, contractors, visitors, vendors and customers. Appendix 2 is attached at the end of this policy stating additional definitions of harassments and other provisions applicable specifically in **Japan**. Appendix 3 is attached at the end of this policy stating provisions applicable specifically in **China**.

While managers should ensure that employees fully understand the importance of this Policy, each employee is responsible for his/her actions and must ensure compliance with this Policy. [Any violation of this Policy may subject the violator to disciplinary action, up to and including termination of employment, termination of consulting contract, or termination of other relationship with Novanta.](#)

## Zero Tolerance for Any Form of Harassment

Novanta does not tolerate any unlawful harassment against employees or any other covered persons because of race, color, religion, creed, national and or ethnic origin, ancestry, sex), pregnancy and maternity, parenthood, marital or familial status, gender, gender identity, age, sexual orientation, age, disability, chronic disease, citizenship, political opinion, genetic information, domestic violence victim status, or service in the uniformed services, or any other characteristic protected under applicable national, state, or local law. [Novanta will fully investigate](#) any incident which might constitute harassment and will take all actions necessary or required by law based upon the conclusion of the investigation.

- A. This policy applies to all Novanta worksites and work-related settings and activities, whether inside or outside the workplace. The Company's policy against harassment covers employees and other individuals who have a relationship with the Company that enables the Company to exercise some control over the individual's conduct in places and activities that relate to the Company's work (e.g. employees, directors, officers, contractors, vendors, customers, etc.)
- B. The Company will take all reports of harassment seriously and will promptly and thoroughly investigate all reports as discreetly and confidentially as practicable. Our goal will be to conduct a

thorough investigation, to determine whether harassment occurred, and to determine what action to take against an offending individual. To the extent feasible, only individuals who have a need to know will be informed of the allegations and they will be requested to treat the matter confidentially.

- C. Company property (e.g. telephones, printers, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy.
- D. Any supervisor or manager aware of, or who suspects, acts of harassment who does not report it to Human Resources will be subject to disciplinary action.

## Definition of Sexual Harassment

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It also means harassment based on someone's sex or gender. Sexual Harassment might not be sexual in nature (for example, offensive remarks about an individual's sex or gender). Sexual Harassment occurs when:

1. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions.
2. Or, such advances, requests or conduct have the purpose or effect of substantially interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive working environment.

Sexual harassment may occur between people of different or same genders.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some *examples*. [This list is illustrative only, and not exhaustive.](#)

- Verbal: Sexual innuendo, jokes or epithets; sexually-oriented comments about an individual's body; gossip, inquiries or comments regarding one's sexual activities, experience or prowess; and sexual propositions.
- Nonverbal: Making sexually suggestive noises, leering, whistling, or making obscene gestures. Displaying sexually suggestive objects, pictures, or cartoons.
- Physical: Inappropriate physical contact, pinching, and brushing against another's body in a sexually suggestive manner, coercing sexual intercourse or assault.
- Visual (for example, displaying sexually suggestive posters cartoons or drawings, sending inappropriate adult-themed emails, gifts, leering, or making sexual gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, etc.).

Courteous, mutually respectful, pleasant, non-coercive interactions between employees [that are acceptable to both parties](#) are not considered sexual harassment.

## Definition of Other Types of Discriminatory Harassment

It is also against Company policy to engage in conduct that denigrates or shows hostility or aversion toward an individual because of the person's gender, including gender reassignment, race, national and or/ ethnic origin, homeland and origin, ancestry, faith, religion, belief or other conviction, creed, marital or familial status, pregnancy and motherhood or breastfeeding, property, social origin, sexual orientation, age, veteran status, disability, health or health condition, chronic disease, political affiliation, membership of political parties or other protected category (or that of the individual's relatives, friends, or associates) that:

- (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment;
- (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or
- (3) otherwise adversely affects an individual's employment opportunities.

Such conduct might be verbal, physical, visual, nonverbal or online. Depending on the circumstances, the following conduct may constitute discriminatory harassment:

- (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to an individual's protected characteristic, (e.g. gender, race, religion, sexual orientation, age, etc.);
- (2) written or graphic material that denigrates or shows hostility toward an individual or group because of a protected characteristic, (e.g. gender, race, religion, sexual orientation, age, etc.); and that is circulated in the workplace, sent via email, posted online or placed anywhere in the Company's premises such as on an employee's desk or workspace or on Company equipment or bulletin boards.

Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above. [The above list are examples only.](#)

## Procedure for Reporting a Complaint: As a Victim or Witness

Anyone who believes he or she has been subjected to harassment has the right to file a complaint, either in writing or verbally. Anyone who is witness to harassment is also encouraged to file a complaint. Any manager or supervisor who witnesses or has any knowledge of harassment must report it.

[A complaint may be filed by contacting your direct Supervisor, your site Human Resources Representative or Senior Legal Counsel.](#) A complaint may also be filed through the Whistleblower Hotline. If you have not received a satisfactory response within one week after reporting any incident of what you perceive to be harassment, please contact the Chief Human Resources Officer.

[The Whistleblower Hotline](#) is a available twenty-four hours, seven days a week and is a confidential web and phone messaging system with direct access to the Audit Committee of the Board of Directors, may be reached using the following methods:

Website	<a href="https://novanta.ethicspoint.com">https://novanta.ethicspoint.com</a>
United States	1-(844) 627-6602
United Kingdom*	0-808-234-6226
China*	400-6-612-190
Czech Republic*	800-144-393
Germany*	0800-225-5288
Italy*	800-172-444
Japan*	0034-811-001 or 00-539-111 or 00-663-5111
Netherlands*	0800-022-9111

\*After you have dialed one of the local phone numbers for these countries, please dial 844-627-6602 and you will be directed to an operator.

Novanta will directly and thoroughly investigate the facts and circumstances of all claims of perceived harassment and will take prompt corrective action, if appropriate. The employee who has filed a Harassment complaint and the person accused of the harassment will be informed of the results of the investigation and what actions will be taken to ensure that the harassment, if any, will stop and that no retaliation will occur. Any employee found by Novanta to have sexually harassed another employee or to have engaged in discriminatory harassment will be subject to appropriate disciplinary actions, which can include counseling, warnings, transfers, suspensions and termination.

## Government (State and Federal/National) Remedies

We strongly encourage employees to bring any concerns about possible sexual or other discriminatory harassment to our attention. Using Novanta complaint procedures does not prohibit you from filing a formal legal complaint. Each government agency allows a complaint to be filed for a certain amount of time after the incident.

If you wish to file a formal complaint with the government (in the U.S.), you may contact:

The United States Equal Opportunity Commission (EEOC) at John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, (t) 1-800-669-4000.

**Additional country/state government resources are listed at the end of this policy in [Appendix 1](#).**

## No Retaliation

No one will be subject to, and Novanta prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations.

Novanta is committed to enforcing this policy against all forms of harassment. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report harassing conduct, Novanta may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

## Violations of This Policy

Any employee, regardless of position or title, who is determined by an investigation under this policy to have subjected an individual to harassment or retaliation in violation of this policy, will be subject to discipline, up to and including termination of employment, termination of contract or other separation from Novanta.

## Roles and Responsibilities

The following table outlines the roles and responsibilities of various functional and business areas for compliance with this policy:

<b>Responsibility</b>	<b>Responsible Department or Function</b>
Oversight of anti-harassment policy	Chief Human Resources Officer
Investigation of policy violations	Human Resources, Internal Legal Team, Outside Counsel if needed
Training on this policy	Human Resources
Development of local procedures and local organizational support	Local Leadership

## Appendix 1

### Government Contact Information

#### Czech Republic

Public Defender of Rights  
Veřejný ochránce práv  
Postal address:  
Údolní 39  
602 00 Brno  
Czech Republic  
Website: <http://www.ochrance.cz/en/>  
General email address: [podatelna@ochrance.cz](mailto:podatelna@ochrance.cz)  
Helpline: (+420) 542 542 888

#### Germany

Federal Anti-Discrimination Agency  
Antidiskriminierungsstelle des Bundes  
Glinkastraße 24  
10117 Berlin  
Phone: 030 18555-1855  
Fax: 030 18555-41855  
E-Mail: [poststelle@ads.bund.de](mailto:poststelle@ads.bund.de)  
homepage: [Antidiskriminierungsstelle des Bundes](http://www.antidiskriminierungsstelle.de)

#### Italy

Ufficio Nazionale Antidiscriminazioni Razziali /National Office against Racial Discrimination  
Postal address: Largo Chigi 19, 00187 Rome, Italy  
Website: <http://www.unar.it/>  
General email address: [segreteriaunar@palazzochigi.it](mailto:segreteriaunar@palazzochigi.it)  
Helpline: +39 800 90 10 10

#### Netherlands

College voor de Rechten van de Mens  
Netherlands Institute for Human Rights  
Kleinesingel 1-3 3572 CG Utrecht  
Phone: 0031 30 8883888  
Email: [info@mensenrechten.nl](mailto:info@mensenrechten.nl)  
Homepage: <https://mensenrechten.nl>

#### Spain

Council for the Elimination of Racial or Ethnic Discrimination

Consejo para la Eliminación de la Discriminación Racial o Étnica  
Calle Alcalá 37, 28014 Madrid Spain  
Homepage: <http://www.igualdadynodiscriminacion.igualdad.mpr.gob.es>  
Helpline  
<http://asistenciavictimasdiscriminacion.org>;  
[info@asistenciavictimasdiscriminacion.org](mailto:info@asistenciavictimasdiscriminacion.org);  
phone: 0034 900 203 041

## **UK**

Equality and Human Rights Commission  
Homepage: <https://www.equalityhumanrights.com>  
Phone: 0808 800 0082

## **EASS**

The Equality Advisory and Support Service (EASS) is an independent advice service, not operated by the Equality and Human Rights Commission. It is aimed at individuals who need information, advice and support on discrimination and human rights issues and the applicable law, particularly when this is more than other advice agencies and local organisations can provide

Contact the Equality Advisory and Support Service (EASS)

Phone: 0808 800 0082

Textphone: 0808 800 0084

You can email using the contact form on the EASS website.

Post:

FREEPOST

EASS HELPLINE

FPN6521

## **United States – Contact Information for State Agencies**

### **California**

California Department of Fair Employment and Housing

<https://www.dfeh.ca.gov/complaintprocess/?content=fileComplaint#fileComplaintBody>

Communication Centre at 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711

Email [contact.center@dfef.ca.gov](mailto:contact.center@dfef.ca.gov)

### **Florida**

Florida Commission on Human Relations

<https://fchr.myflorida.com/employment>

(850) 488-7082

### **Massachusetts**

Massachusetts Commission Against Discrimination



<https://www.mass.gov/file-a-complaint-of-discrimination>

(617) 994-6000

Español, 中文, Kreyòl Ayisyen, р у с с к и й, Português: (617) 994-6071

email [mcad@mass.gov](mailto:mcad@mass.gov)

#### **New York**

New York State Division on Human Rights

<https://dhr.ny.gov/complaint>

[info@dhr.ny.gov](mailto:info@dhr.ny.gov)

1-888-392-3644

#### **Oregon**

Oregon Labor and Industries

<https://www.oregon.gov/boli/workers/Pages/discrimination-at-work.aspx>

[help@boli.state.or.us](mailto:help@boli.state.or.us)

971-673-0761

#### **Washington**

Washington Human Rights Commission

<https://www.hum.wa.gov/file-complaint>

1-800-233-3247



## Appendix 2

### Provisions Specifically Applicable Under Japanese Law

Novanta prohibits and will not tolerate power harassment or any harassment against pregnant women or employees with children requiring care (including as defined under Japanese law).

#### Definition of Power Harassment (Japan)

Power harassment (i.e., work place bullying) is defined as behavior in the workplace that: (i) takes advantage of a person's superior position; (ii) exceeds the scope of that is necessary and reasonable in the course of business; and (iii) harms the working environment of employees. Proper business instructions and guidance that are objectively necessary and reasonable in the course of business do not constitute power harassment in the workplace. The six behavioral categories of power harassment are as follows:

1. Physical abuse (e.g., assault or injury);
2. Mental abuse (e.g., intimidation, defamation, insult or slander);
3. Separation of human relationship (e.g., isolation, ostracization or neglect);
4. Excessive work demands (e.g., forcing an employee to perform certain tasks that are clearly unnecessary for the business or impossible to be performed, or interfering with his/her duties);
5. Insufficient work demands (e.g., ordering an employee to perform menial tasks that are far below the employee's ability or experience, or not providing any work at all, without legitimate operational reasons); and
6. Invasion of Privacy (e.g., excessively inquiring into private affairs).
- 7.

These categories are illustrative only and not exhaustive.

#### Definition of Harassment in workplaces against pregnant women and employees with children requiring care

This form of harassment is so called "Maternity Harassment" in Japan and occurs when a person creates a hostile environment for another person who takes leave or absence from service (or make use of any other accommodation) for pregnancy, childbirth, childcare or family care. This type of harassment can occur via either words or actions. Such words or actions constitute harassment regardless of the gender of the person they are directed at.

[Discipline for Violations of this Policy](#) shall be in accordance with Japanese Law and the Work Rules, as updated from time to time with notice to employees in Japan.

Novanta rejects theories which attempt to determine the existence of separate human races. The use of the term "race" in this Directive does not imply an acceptance of such theories.

## Appendix 3

### Provisions Specifically Applicable Under the Laws of China

#### Applicability of Policy in China

This policy applies in China. Any Harassment occurring in China shall be proven by objective evidence. The punishments for employees who violate anti-harassment policies shall be stipulated in the legal and effective rules and regulations of the company, which could be accorded to when punishing the offender. Any employee or other person found to have committed any act of harassment or sexual harassment shall be subject to company disciplinary measures which may include demotion, salary reduction and/or dismissal. Such discipline need not be progressive. For example, a first offense might result in dismissal.

*Article 1,010 of Civil Code of the People's Republic of China*

*If a person engages in sexual harassment against the will of others by means of speech, writing, images, physical acts, etc., the victim shall have the right to request the offender to bear civil liability according to law.*

*To prevent and stop sexual harassment which is committed by taking advantage of authority and affiliations, State organs, enterprises, schools and other units shall take reasonable measures such as prevention, acceptance of complaints, investigation and disposal.*