



# Anti-harassment Policy

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## Purpose

At CF Industries, we are committed to maintaining a productive working atmosphere. As noted in our Code of Corporate Conduct, we strive to create an environment where everyone is able to live up to his or her potential. That is why we will not tolerate any form of harassment. After all, we can only execute as a team when that team is functioning properly.

Those who are experiencing harassment often do not know what to do about it. This policy provides guidance on the forms harassment can take, advice on how we can continue to build a climate that prevents harassment, and direction for how to address harassment if you see it.

## Applicability

This policy applies to all owned and managed companies of CF Industries, including all company employees, vendors, business visitors and applicants for employment.

## What is Harassment?

Harassment is verbal or physical conduct by anyone – employee or non-employee – that disrupts or otherwise interferes with another’s work performance, or that creates an intimidating, offensive or hostile work environment. It may be directed at one person or at a specific group. Often it is persistent or repeated behavior, but a single incident can be serious enough to be seen as harassment. It can be sexual or non-sexual in nature. It does not have to happen at work; it can occur at work events, outside of working hours or on social media.

It is important to be aware of the many ways that harassment can occur. Some examples of harassing conduct include:

- Demeaning, insulting or intimidating comments about an individual;
- Unwanted physical contact;
- Overbearing supervision, monitoring or misuse of power or position;
- Verbal harassment such as lewd comments, ethnic or sexual jokes and other offensive personal references;
- The display in the workplace of demeaning, insulting, intimidating or sexually suggestive objects, pictures or photographs;
- Demeaning, insulting, intimidating or sexually suggestive written, recorded, or electronically transmitted messages;
- Subjecting another to emotional distress (i.e., stalking or coercion).

This list is not intended to set out all the ways harassment can occur, but rather to provide examples. Harassment can occur in more subtle ways as well, and the important thing is to remember that we all want to work in an open and inclusive work environment.

### **What is Intimidation or Bullying?**

Intimidation is a form of harassment, which often involves the persistent misuse of power or position. A single incident can be enough to be considered intimidation or bullying if it is significant. Like harassment, it may be exhibited in a variety of ways, but in every case, it is the destructive use of power, and it results in the recipient feeling threatened or compromised in his or her ability to function at work.

For example, bullying or intimidation might involve:

- Constantly criticising the person rather than his or her mistakes;
- Publicly humiliating someone rather than privately correcting or offering constructive criticism;
- Frequently overruling the person's authority;
- Excessive supervision or monitoring;
- Spreading malicious rumours;
- Refusing reasonable requests.

### **What is Sexual Harassment?**

Sexual harassment is a particular version of harassment, and can include unwelcome advances, overt displays of affection, requests for sexual favors, the display of sexually explicit or suggestive material and other verbal or physical conduct of a sexual nature. It can occur between members of the same sex or between members of the opposite sex. Sexual harassment is an issue where it creates a hostile work environment, like other forms of harassment, or when a manager or boss makes employment or performance related decisions based on an individual's response to sexual overtures. Sexual harassment can have significant consequences both for the individual engaging in the conduct and for the company.

### **All Forms of Harassment are Prohibited**

All harassment, intimidation and bullying are contrary to the basic standards of conduct between individuals and counter-productive to the Company's operations and our goals. Harassment is also illegal under discrimination laws. We prohibit not only sexual harassment, but also harassment based on race, national origin, religion, gender, disability, pregnancy and maternity status, age, military status, sexual orientation, gender identity, marriage or civil partnership, or any other protected status.

In some cases, behavior may be unintentional and not intended to cause offense, but occurs because of a lack of awareness of other people's feelings. The intent of the person who engages in the inappropriate behavior is not the issue. The important question is how the person at the receiving end of the conduct felt. Something that you find acceptable is not always acceptable to others, so always think before you act.

One simple test might be to ask:

- 'Would I be happy if my partner, parents, children or manager had heard or seen my behavior?'
- 'Would I be happy if my partner was treated in this way?'

If the answer to either question is no, stop immediately.

## **Preventing Harassment—Special Responsibilities for Managers and Supervisors**

Managers and supervisors have particular responsibilities to establish a harassment-free work environment. It is easy to assume that harassment is not a problem simply because there have been no complaints. However, it may be that staff who are being harassed are not raising the problem due to the effects of harassment.

Managers and supervisors must work to create a climate that encourages respectful and harmonious working relationships between people. This could include:

- Setting high standards by example. Ensure that your own behavior does not cause offense or misunderstanding. Constructively criticize, and where needed, correct individuals in private rather than publicly;
- Raising the awareness of employees who report to you of the possibility of harassment and providing training or support wherever needed;
- Creating an appropriate working environment. Prohibiting inappropriate 'pin up' pictures, or customs which may affect the dignity of individuals at work. Dealing quickly with rumors. Treating everyone with respect;
- Taking concerns seriously and addressing them immediately;
- You should notify Human Resources if an employee brings concerns to you or if you observe any inappropriate conduct. Human Resources can only help address the situation if it is aware of what happened.

## **Raising Concerns**

If you feel you are being harassed or intimidated at work, please address it. That is not the work environment any of us want. It is obviously better if you can resolve the matter personally and informally and to that end there are a number of actions you may take:

- As noted, harassment can be the result of misunderstanding. First, talk to your colleague and explain that his or her behavior is causing offense. Ask him or her to stop;
- Talk to your manager. Ask for support or assistance in helping the offender see why the behavior is harming the team or is offensive to you.

If you feel unable to confront the person directly, or you try to and it does not work, raise the concern right away:

- Contact your line manager or Human Resource Department for advice;
- Make a complaint to your line manager or Human Resource Department. Remember, Human Resources personnel can only address violations of this policy if they know about them;
- Contact the Compliance Helpline, or use any of the other resources laid out in our Code.

If you witness offensive behavior, speak up, even if you are not the target. Talk to your manager or Human Resources Department, or contact the Compliance Helpline. We all have the responsibility to maintain a safe and productive working environment.

## **Investigations**

All complaints of violations of this policy will be investigated promptly. All information is to be held in strictest confidence and disclosed only on a need-to-know basis to investigate and resolve harassment allegations. Everyone involved, including those registering a complaint, should cooperate fully and provide complete, truthful, accurate and timely information to assist in addressing the issue promptly. The reporting of false information as part of a complaint or investigation is considered a violation of this policy. The Company will take corrective or preventive actions deemed appropriate under the specific circumstances.

Even where a violation of this policy is not found, the Company may deem it appropriate to counsel individuals regarding their behavior.

## **Retaliation Prohibited**

As noted in our Code, CF Industries will not tolerate retaliation against any person for reporting a possible violation or participating in an investigation of possible misconduct in good faith. You may report any suspected violation of our Code, Company policy or the law without fear of retaliation or any negative impact on your relationship with the Company.

Acting in good faith means that you come forward with all of the information you have, and you believe you are giving a sincere and complete report. In other words, it does not matter whether your concern turns out to be substantiated, as long as you deliver it honestly and in good faith. Anyone who takes action against an employee for making a report or participating in an investigation in good faith will be subject to disciplinary action, up to and including termination.

### **Consequences of Violating this Policy**

The Company will take immediate disciplinary action against any employee engaging in harassment, up to and including termination. Appropriate action will also be taken against any individual not employed by the Company who violates this policy.