

WORKPLACE VIOLENCE PREVENTION POLICY

Objective

PRIME is committed to creating a “best practices” environment and guidelines that effectively address intimidation, harassment, humiliation, emotional abuse, and the verbal aggression in the workplace, sometimes known as “*bullying*”.

It is Prime’s continued commitment to adopt guidelines that deal with such behaviours that may occur onsite or offsite during work-related activities, including remote working.

Scope

All Employees are affected and bound by this Policy.

Prohibited Conduct

All Employees, Customers, Vendors and Business Associates should be treated with courtesy and respect at all times. Employees are expected to refrain from behaviours that might place in question the integrity, labor regulatory compliance and market standing of PRIME. PRIME treats abusive behaviours with the utmost severity.

As such, PRIME Employees may not engage in any potentially threatening or abusive behaviour on or outside Company premises.

Any incidents or concerns or questions in this respect should be addressed as soon as possible to Human Resources (HR). Any such reporting should be as specific and detailed as possible. Employees should not place themselves in any personal risks, nor should they attempt to intercede during an incident.

Investigations and Enforcement

PRIME will promptly and thoroughly investigate all reports. The identity of the individual making a report will be protected as much as possible. PRIME will not discriminate against or discipline Employees who make such reports in good faith.

To maintain workplace safety and the integrity of its investigation, PRIME may suspend Employees suspected of workplace misconduct, pending investigation.

Anyone found to be responsible for any misconduct that is in violation of the above guidelines will be subject to prompt disciplinary action up to and including termination of employment.

PRIME encourages Employees to bring their disputes to the attention of the HR Department before the situation escalates.

Signed by COO:



George A. Kouleris