

## Employment Equity Policy

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Fastenal Canada, LTD. is committed to ensuring that no person is denied employment opportunities or benefits for reasons unrelated to ability and to achieving and maintaining a workforce that is representative of women, Aboriginal peoples, persons with disabilities and members of visible minorities.

Fastenal Canada, LTD. undertakes to identify and remove any discriminatory policies and practices found in the recruitment, selection and hiring, promotion, training, retention and termination of employees in all levels and categories of employment.

Employment equity is an on-going planning process to eliminate barriers in the workplace that may prevent the full participation of all current employees and potential employees. It focuses on the employment situation of four designated groups identified in the federal *Employment Equity Act*—women, Aboriginal peoples, persons with disabilities and visible minorities (*herein referred to as the designated groups*).

The goal of employment equity is to achieve full representation in line with availability; identify and eliminate barriers in the organization's employment policies and practices; remedy the effects of past discrimination; foster a climate for equity; improve access and distribution throughout all occupations and at all levels for members of the designated groups.

Compliance with this policy is the personal responsibility of all employees, especially those who have responsibilities with regard to the employment process. Further, as an Employment Equity Employer, we will commit the necessary time and resources to meet our responsibilities and obligations. Any employee who does not comply with this policy is subject to appropriate disciplinary action, up to and including discharge.

To ensure compliance with this policy, I have designated Tabitha Newton, Director of Compliance-HR. Noelle Oas, EVP – Human Resources, will report directly to me on any action deemed necessary for action or compliance. If you believe that you have received treatment contrary to this policy, immediately notify any Fastenal supervisor, manager, or to the following individuals:

NAME:	TITLE:	TELEPHONE NUMBER:
Noelle Oas	EVP-Human Resources	(507) 313-7769
Tabitha Newton	Director of Compliance-HR	(507) 453-8619



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Daniel L. Florness  
President & CEO

## Anti-Harassment Policy

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It is the policy of Fastenal Company to provide a workplace free from any type of prohibited harassment, retaliation for having reported prohibited harassment, or participation in any activity protected by applicable local law. This includes, but is not limited to, harassment on the basis of race, color, creed, gender, religion, national origin or citizenship status, disability, age, genetic information, marital status, status with regard to public assistance, sexual orientation, or any other protected classification. Harassing conduct by anyone in our workplace is prohibited and should be reported immediately. This refers to behavior that is personally offensive, impairs morale, interferes with work, and is known or ought reasonably to be known to be unwelcome. Examples of such conduct include, but are not limited to, the following:

1. Demanding or requiring sexual favors as a condition of employment, continued employment, favorable work assignments, promotions, or favorable working conditions.
2. Repeated and unwelcome sexual advances or physical contact of a sexual nature which have the purpose or effect of unreasonable interference with work performance or which create an intimidating, hostile, or offensive work environment.
3. Repeated and unwelcome comments of a sexual nature (including dirty jokes, sexual innuendos, obscenities) which have the purpose or effect of unreasonable interference with work performance or which create an intimidating, hostile, or offensive work environment.
4. Repeated and deliberate comments about any protected classification, for example, race, color, gender, or disability which have the purpose or effect of unreasonable interference with work performance or which create an intimidating, hostile, or offensive work environment.
5. Repeated and unwelcome conduct such as drawing, distributing, or creating materials or objects about protected classifications including, but not limited to, those described above which have the purpose or effect of unreasonable interference with work performance or which create an intimidating, hostile, or offensive work environment.

Engaging in or permitting prohibited harassment, as well as, retaliating against anyone for reporting prohibited harassment will not be tolerated. Allegations of prohibited conduct will be investigated as required and appropriate disciplinary action, up to and including discharge will occur, if necessary. There will be no adverse action taken against individuals who allege violations of this policy or who participate in the investigation of such matters.

This employer will not disclose the name of a complainant or an alleged harasser or the circumstances related to the complaint to any person except where disclosure is necessary to investigate the complaint or take corrective action with respect to the complaint, or required by law. A worker has the right to file a complaint with the Human Rights Commission. The employer's harassment prevention policy is not intended to discourage or prevent the complainant from exercising any other legal rights.

Any individual, who believes that she or he has received treatment contrary to this policy, should immediately report such behavior to a supervisor, manager, or to the following individuals:

Noelle Oas – Executive Vice President-Human Resources – (507) 313-7769  
Tabitha Newton – Director of Compliance-HR – (507) 453-8619