

Business Management System

Section 12: Human Resources

Part 11 – VIOLENCE, HARASSMENT & BULLYING POLICY

| Document Record | | |
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VIOLENCE, HARASSMENT & BULLYING POLICY STATEMENT

This company is committed to a workplace free of violence, discrimination and harassment based on sex, race, colour, religion, age, ancestry, national origin, disability, status as a veteran, or any protected status ("protected status"). Violence, offensive or harassing behaviour will not be tolerated against any employee because of his or her protected status or the protected status of his or her relatives, friends, or associates.

This policy covers vendors, customers, or others who enter our workplace, as well as all employees. **Any employee who engages in violence and / or harassment will be subject to disciplinary action up to and including termination.**

Supervisory and other managerial personnel are responsible for taking proper action to end violence / harassment in the workplace. Any supervisor or manager who has knowledge of such behaviour yet takes no action to end it will be subject to disciplinary action up to and including termination. This company strictly prohibits any harassing behaviour, such as:

- Unwelcome sexual advances, requests for sexual favours, and all other verbal or physical conduct of asexual nature.
- Making or threatening reprisals for refusing sexual favours.
- Repeated requests for dates or questions about one's sex life or experiences.
- Unwelcome physical contact such as pinching, kissing, inappropriately touching another employee, or impeding another employee's normal work movement.
- Slurs, jokes, posters, cartoons, pictures, offensive gestures, derogatory remarks, negative stereotyping, or offensive sounds that are based upon any protected status or directed toward an employee because of his or her protected status.
- Acts of physical violence, threats of physical violence, or other physically intimidating behaviour directed toward an employee because of his or her protected status.
- Continuous discriminatory activities, engaged in because of an employee have protected statuses, which are not explicitly sexual (or racial, ageist, etc.) (e.g., unequal distribution of work, lack of assistance when such assistance is provided to those outside the protected status, hiding work tools or equipment, etc.).

Any such offensive conduct will be considered a prohibited form of harassment when either of the following is true:

- There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status.
- Such conduct has, or could have, the effect of creating an intimidating, hostile, or offensive work environment, or it unreasonably interferes with a person's work performance.
- Any employee who believes that he or she has either witnessed or been subjected to harassment shall immediately report the harassment to his or her supervisor. If the supervisor is unavailable or is the offending party, or the employee is uncomfortable in reporting the harassment to the supervisor, or the employee feels that the supervisor has not handled the matter to his or her satisfaction, the employee should report the harassing conduct to the Managing Director.

Training will be provided to employees to prevent and deal with the risks of harassment and violence.

All reports of harassment shall be investigated as soon as possible. There shall be no exceptions to this rule. To the extent feasible, the investigation will be conducted in a confidential manner in order to protect all parties involved. We will notify all persons involved in the investigation that it is confidential and that unauthorised disclosures of information concerning the investigation could result in disciplinary action, up to and including termination of employment.

Any victim of violence / harassment will be offered counselling, and if necessary, legal guidance and time off work.

This company prohibits any type of retaliatory action for filing a harassment complaint. However, if it is determined after investigation that the complaint was made up of false charges or that an employee has provided false information, disciplinary action will be taken against the employee who filed the complaint or provided the false information.

Jamie Spinks, Director

A handwritten signature in blue ink, appearing to be 'J Spinks', written in a cursive style.

30th August 2024