## WORKPLACE HARASSMENT POLICY STATEMENT

Generally, harassment is considered to have taken place if the person knows, or should know, that the behavior is unwelcome.

Harassment is offensive, insulting, intimidating, and hurtful and is unacceptable behavior related to violence or bullying. It creates an uncomfortable work environment and has no place in worker relationships.

[Organization Name] is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace including clients, other employers, management, workers and members of the public.

Harassment is conduct, deemed by the employer to be unacceptable in the workplace, in which an employee exhibits offensive behaviour to another employee, or group of employees, and where the individual knew, or ought reasonably to have known, that the behaviour would cause offence or harm. Harassment may also include:

* conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status source of income, family status, gender, gender identity, gender expression and sexual orientation, and
* a sexual solicitation or advance, but excludes any reasonable conduct of an employer or management in respect of the management of workers or a work site

Reasonable action taken by the employer or management relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to the appropriate person.

management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, management and workers are expected to adhere to this policy and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

Upon hiring, all Company’s workers are deemed able to evolve in an environment that is healthy, free of violence, discrimination or any type of harassment, in any shape or form. This statement has always been part of our business. The present policy aims to put into place new ways to prevent and ban workplace harassment, and to efficiently manage and stop any incident that may occur. The present policy should not be used in any abusive or malicious way, or with the intention to harm anybody.