***Harassment & Discrimination Policy***

**Policy**

**SAFETY FIRST MUIRHEAD’S LTD.** recognizes the potential for workplace harassment and other unwanted behavior directed at our employees. Management will not tolerate behavior or comments from anyone that makes an employee feel harassed, bullied or victimized. Management will take whatever steps are appropriate to eliminate the potential risk of harassment.

**SAFETY FIRST MUIRHEAD’S LTD.** has implemented a comprehensive plan that clearly identifies the roles and responsibilities of individuals managing the situation. All employees are to be made aware of the procedures for reporting workplace harassment.

It is company policy to prohibit harassment in the workplace, to take all reasonable and practical steps to eliminate or reduce the risks of harassment, and to respond quickly and effectively to any incidents. Specific control measures are in place to help reduce the risk of workplace harassment. These include the following:

* Providing all employees with the Harassment Prevention Policy and means of reporting an incident and working alone policy and procedures.

Employment with the company requires acceptable and respectable behavior and need not be

offensive or intimidating in nature. Examples of behavior that will not be tolerated include:

* Verbal, written, or physical abuse or attacks, threats or threatening behaviour, derogatory remarks or jokes, innuendo or taunts about any employee’s (supplier, customer, or public); appearance, religious beliefs, color, place of origin, mental or physical disabilities, ancestry, marital status, family status, source of income, or gender. The display of pornographic, racist, or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit.

Situations between Co‐Workers: Situations can occur where an employee or group of employees harass another employee whether it be at work or not. In some situations, a worker may observe harassment and fail to report it. This prevents their co‐worker from getting the assistance they require and can allow the situation to escalate.

**Responsibilities**

It is the responsibility of all Managers, Supervisors, and Employees to prevent and not partake in any type of harassment in the workplace and to take immediate and appropriate action to report any incidents of harassment of any type, whether brought to their attention or personally observed. Under no circumstances will a complaint be observed or downplayed, nor will the complainant be told to deal with it personally.

**Management Responsibilities**

Management will:

* Ensure that appropriate procedures are in place to minimize the risk of harassment.
* Provide training in recognizing and responding to situations involving workplace harassment.
* Ensure that every reported incident of workplace harassment is investigated, and corrective action is taken to address the situation.
* Not disclose the circumstances related to an incident of harassment or the names of the compliant, the person alleged to have committed the harassment or any witnesses, except where necessary to investigate the incident or take corrective action, or to inform the parties involved in the incident the results of the investigation and any corrective action to be taken to address the incident, or as required by law.

**Employee Responsibilities**

* Employees are required to be familiar with and follow the procedures that are in place to protect them from workplace harassment.
* Employees are required to immediately report all incidents of workplace harassment to their Supervisor and/or Manager.

No employee can be penalized, reprimanded, or in any way criticized when acting in good faith while following the procedures set forth for addressing situations involving workplace harassment.

**Training**

**SAFETY FIRST MUIRHEAD’S LTD.** will ensure that workers are instructed in:

* how to recognize workplace harassment,
* the policy, procedures, and workplace arrangements that have been developed and implemented to eliminate or control harassment,
* the appropriate response to workplace harassment, including procedures for obtaining assistance, and
* procedures for reporting, investigating, and documenting incidents of harassment.

The training process will be documented, and a copy kept in each attendee’s training file. Documentation is to include what topics were covered and who attended the training.

**Standard Procedures**

**Reporting**

All incidents of harassment must be reported. The existing incident reporting process and report forms will be used. Reporting employees must not fear criticism, loss of privacy, penalties, or judgment. Report the incident to one or more of the following individuals:

* Your immediate Supervisor
* Your Manager

**Investigating**

Once a report is received, an investigation will be conducted immediately, and appropriate necessary actions taken to resolve the problem. In the case of harassment, it will be kept confidential. Appropriate, action taken may include conciliation (to reach a solution that is acceptable to both parties). Discipline may include reprimand, suspension, or dismissal. Regardless of the outcome of an incident reported in good faith, the employee reporting (lodging the complaint), as well as anyone providing information will be

protected from any form of retaliation by either co‐workers or supervisors. Results of a harassment investigation, including corrective actions to be taken will be kept confidential and only discussed with those employees involved, unless required by law.

**Review**

**SAFETY FIRST MUIRHEAD’S LTD.** will work with the joint health and safety representative to ensure that all harassment policies are kept current by using the following criteria for re‐evaluation:

* when an incident of harassment occurs,
* when the health and safety representative recommend a review, or
* every three years.