

	<b>DISCRIMINATION &amp; RESPECT</b>	Date:
	<b>TOOLBOX / TAILGATE TALK</b>	Presenter:

It is the responsibility of employer to provide a safe working environment for all employees, visiting inspectors and the public affected by our work. Workplace harassment is a form of discrimination.

A lot of our work happens in the public and we must remain professional at all times. Maintaining valued customers and creating an atmosphere of mutual respect for the general public as well as each other is paramount. Everything we say and do in the public is a reflection of this company.

**Discrimination:**

Unfavorable, favorable, unjust or prejudicial treatment of another person(s) based on: Race, Colour, Ancestry, Place of origin, Religion, Marital status, Family status, Physical or Mental disability, Gender, Sexual orientation, Lifestyle choice, Age, Citizenship, Creed. Whether intentional or unintentional.

**Respect in the workplace includes:**

- Environment
- Other's privacy, physical space and belongings
- Different viewpoints, philosophies, religion, gender, lifestyle, ethnic origin, physical ability, beliefs and personality.

**Respect does NOT include:**

- Offends, humiliates, scares - Bullies
- Makes workplace unpleasant, uncomfortable
- Uses strength or power to coerce others by fear
- Intimidates, degrades, puts down or criticizes
- Isolates, ostracizes
- Malicious rumours
- Leering, offensive gestures
- Sexual oriented comments
- Taunting
- Derogatory slang or unauthorized use of nickname without permission
- Inappropriate conversations or statements regardless of intended humour
- Innuendos, displaying or circulating offensive pictures or materials

Not only is this behavior disrespectful, it is also 'Disruptive' which is defined as: anything that disturbs, interferes with, or prevents normal work functions or activities. Disruptive behavior includes yelling, using profanity, waving arms or fists, or verbally abusing others; making inappropriate demands for time and attention; making unreasonable demands for action (demanding an immediate appointment or a response to a complaint

on the spot), refusing a reasonable request for identification or delegated task, name calling, Insubordination.

### **Defining the "Workplace"**

- Physical building and property (including company owned vehicles & equipment)
- Job site locations
- Training locations
- Company social gatherings
- Suppliers, customers, clients and Subcontractors

### **Complaint Process**

When an employee identifies they have become a victim of discrimination, harassment, violence or intimidation the following action must be taken:

1. In an assertive manner, the complainant should make his/her unequivocal disapproval known to the offender immediately. Keep a written record of offenses including dates and nature of behavior and name of witnesses (if any). Inform the offender that this behavior is being documented.
2. The complainant should notify their Supervisor if the above actions do not stop the offender's behavior.
3. If the complainant does not wish to discuss their allegation with their Supervisor for any reason, the complainant can alternatively contact their immediate Supervisor.

Respect in the Workplace enables us to fully embrace what is right, and to know what to do and feel safe to act when they see or experience something that is wrong. All complaints shall be treated seriously and confidentially, investigated when a resolution has not been made between the parties. Complaints shall be dealt with immediately and take disciplinary action against any offenders if confirmation of inappropriate action is substantiated during the investigation.

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