Discrimination and Harassment Complaint Procedures

(INSERT COMPANY NAME) is committed to providing a workplace free from harassment and discrimination, and has accepted the responsibility to deal with any allegations of such behaviour promptly.

Sexual harassment involves unwelcome remarks, jokes, innuendoes or taunting about a person’s body, attire, sexual orientation or sex; practical jokes of a sexual nature which cause awkwardness or embarrassment; displaying of pornographic pictures or other offensive materials; leering or other gestures; unnecessary physical contact such as touching, patting or pinching; and physical assault. A request for sexual favours from an employee (hinting that a promotion might be delayed if refused); a display of racist or pornographic cartoons and the telling of lewd jokes, coupled with a refusal to stop when requested are all types of behaviour which would constitute work place sexual harassment.

Sexual harassment and discrimination, as described above, and other unwelcomed comments or conduct are contrary to the policy of (COMPANY NAME). In addition, such actions are against the law and will be dealt with seriously, involving the full range of disciplinary measures including dismissal.

(COMPANY NAME)’s policy on sexual harassment and discrimination extends to all its employees, in or out of the workplace and also beyond office hours. Anyone representing (COMPANY NAME) is expected to abide by this policy in dealing with employees, members, prospects, suppliers and anyone else they contact.

Discrimination

This involves discrimination or harassment in employment or advancement because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offenses, marital status, family status or disability.

Complaint Procedure

If an employee believes that they are experiencing harassment that breaches this policy, they should:

* Contact their Department Manager or Human Resources Department.
* Keep documents and notes if possible of concerns for review with the manager or human resources department.

We will take steps to remedy the situation immediately. We, at (COMPANY NAME), handle these matters with the utmost care and respect for all parties involved. Management will maintain the information in confidence.

Notice of disclaimer: This Employee Handbook and its provisions are designed to serve as a guide to the employment practices of (COMPANY NAME) and not as a contract of employment. (COMPANY NAME) may, from time to time, make changes to its employment practices. (Insert Date updated here).