
6.7 HARASSMENT AND DISCRIMINATION FREE WORKPLACE

CHC is committed to providing a safe, healthy and harassment free work environment for all our employees. CHC will not tolerate any form of harassment or discrimination during work periods, on CHC property or other sites of operation. CHC fully supports the Newfoundland Human Rights Code. Individuals engaged in harassment shall be subject to discipline up to and including dismissal.

CHC is committed to creating a friendly and satisfying work environment for our employees.

For the purpose of this policy, harassment is defined as any unwelcome physical, visual or verbal conduct. It is against the law. Harassment may include verbal or practical jokes, insults, threats, personal comments or innuendo. It may take the form of posters, pictures or graffiti. It may involve touching, stroking, pinching or any unwelcome physical contact.

- ✦ Harassment of sexual nature is comprised of sexual comments; gestures or physical contact that individual knows or ought to reasonably know, to be unwelcome, objectionable, or offensive. The behaviors may be one-time basis or a series of incidents, however minor. Harassment of a sexual nature is unsolicited, one sided and/or co-receiver. Both males and females may be targeted.
- ✦ Harassment based on race, religious creed, sex, marital status, physical or mental disability, political opinion, color of ethnic, national or social origin, is any behavior that is directed at, or is offensive to an employee or endangers that employee's job, undermines performance, and /or threatens the economic livelihood of an employee.

“Workplace Harassment” occurs where someone engages in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonable to be known to be unwelcome. It can include but is not limited to verbal abuse, bullying, teasing, offensive jokes, inappropriate phone calls, and inappropriate or offensive materials or emails. It does not include performance management or performance reviews in the regular and proper course of business.

The Newfoundland Human Rights Act protects everyone within provincial jurisdiction from harassment and other forms of discrimination on the basis of race, religion, sex, (including pregnancy and sexual orientation), marital status, physical disability, mental disability, political opinion, colour or ethnic, national or social origin and age (in employment only, between the ages of nineteen and sixty-five).

Compassion HomeCare seeks to provide a safe, healthy and rewarding work environment for its employees. CHC is committed to provide ongoing education and training to all employees. Harassment will not be tolerated within this company. **If you feel you have been harassed, contact us, we want to hear from you.**

Employees are to follow these steps if they are being harassed:

- ✦ Ask the harasser to stop.
 - Inform the harasser that his/her behavior is unwelcome. An individual may not realize that he or she is being offensive. A simple chat may resolve the problem. If the person does not cooperate, remind him/her that such behavior is against the law and company policy.
 - If you are uncomfortable confronting the person, you should speak to your supervisor.

Keep a record of the harassment.

- ✦ Lodge a complaint:
 - The supervisor or owner of CHC will lodge an investigation upon receiving a complaint. If there is evidence of harassment, disciplinary measures will be taken.

February 13, 2018