

Labour Source Workplace Harassment Policy

Labour Source believes that all workers have the right to a respectful workplace. All types of workplace harassment, including workplace sexual harassment, are unacceptable and will not be tolerated. A worker that subjects another worker, client, or other person to workplace harassment may be subject to disciplinary action up to and including termination.

Everyone is expected to uphold this policy and to work together to prevent workplace harassment.

“Workplace harassment” means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. Harassment may include racial, ethnic, sexual, bullying and psychological intimidation.

Workplace harassment may involve conduct that is verbal or non-verbal, a single incident or a series of incidents. Workplace harassment can be directed at a co-worker, subordinate or manager.

Workplace harassment does not include decisions or actions relating to the worker’s employment, including a decision to change the work to be performed or the working conditions, to discipline the worker or to terminate the worker’s employment.

There is a workplace harassment program that addresses reporting procedures, investigation process, information disclosure and follow up. If reasonable to do so, workers are encouraged to try to resolve the situation with the person who is alleged to have engaged in the harassment. Where the situation cannot be resolved or the situation continues, workers shall report the conduct to their supervisor, Human Resources at the client company or Labour Source.

Labour Source will investigate and deal with all incidents and complaints of workplace harassment in a fair and timely manner. All complaints shall be handled in a confidential manner.

Incidents of workplace harassment that occur at a client company will be investigated by the client company. Labour Source is committed to assisting employees and the client company in all aspects of the prevention and investigation of such incidents.

Signed _____

Dated _____