



ReachUp Ultimate Inc.

**WORKPLACE HARASSMENT, PREVENTING VIOLENCE IN
THE WORKPLACE, REASONABLE ACCOMMODATION
AND HUMAN RIGHTS POLICIES**

(Draft 1.0)

JANUARY, 30 2017

Approvals/Amendments

- *v1.0*



Workplace Harassment Policy

ReachUp Ultimate is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace (including customers, clients, other employers, supervisors, workers and members of the public, as applicable).

ReachUp Ultimate promotes a harassment free workplace. The organization does not tolerate behaviours, comments or displays, private or public, that humiliates or threatens an individual or group of individuals.

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 or workplace sexual harassment. Workplace sexual harassment means:

- a. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to the appropriate person.

Management or the Board of Directors will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.



If a worker needs further assistance, he or she may contact a Human Rights Legal Support Centre.

Preventing Violence in the Workplace Policy

ReachUp prohibits all acts of physical, verbal or written aggression committed by an employee against another employee or against anyone else. Even intimidation or threats in a joking manner can be considered in violation of this policy.

Reasonable Accommodation Policy

An inclusive workplace understands and values individual differences. ReachUp supports the right of every employee and prospective employee to reasonable accommodation, which involves balancing the individual needs while meeting operational requirements. Accommodation boundaries are defined by the provisions of the Canadian Human Rights Act (CHRA) and the Employment Equity Act (EEA), up to the point of undue hardship.

Human Rights Policy

ReachUp will provide an environment free of discrimination and is committed to practices that will change attitudes and promote the right of any individual or group of individuals to available opportunities.

The following grounds are protected under the Canadian Human Rights Act:

- race
- national or ethnic origin
- colour
- religion
- age
- sex (including gender, pregnancy and childbirth)
- sexual orientation
- marital status
- family status
- physical or mental disability (including dependence on drugs or alcohol)
- conviction for which a pardon has been granted

Approved by: ReachUp Board of Directors

Date: January 30, 2017