

WORKPLACE HARASSMENT POLICY

Policy

Our anti-harassment policy expresses our commitment to maintain a workplace that's free of harassment, so our employees can feel safe and happy. We will not tolerate anyone intimidating, humiliating or sabotaging others in our workplace. We also prohibit willful discrimination based on age, sexual orientation, ethnicity, racial, religion or disability.

Scope

This workplace harassment policy applies to all employees, contractors, public visitors, customers and anyone else whom employees come into contact with at work. Workplace harassment is any unwelcome behavior that humiliates, intimidates or creates a hostile or offensive work environment. This includes written (including electronic), verbal or physical harassment.

Definition

What is the definition of harassment in the workplace?

Harassment encompasses bullying, intimidation, direct insults, malicious gossip and victimization. We cannot provide an exhaustive list, but here are some examples of what we consider to be harassment:

- Sabotaging someone's work on purpose.
- Engaging in frequent or unwanted advances of any nature.
- Commenting derogatorily on a person's ethnic heritage or religious beliefs.
- Starting or spreading rumours about a person's personal life.
- Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job (e.g. bringing coffee) against their will.

Sexual harassment is a serious offence and any allegations will be thoroughly investigated. If an employee is found guilty of sexual harassment, they will be immediately dismissed.

How to address harassment

You can talk to any of the following people if you are being harassed by a colleague, customer or vendor:

Offenders. If you believe that the offender is unaware that they are guilty of harassment, you could talk to them directly to try to resolve the issue. This tactic is appropriate for cases of minor harassment (e.g., colleagues making inappropriate jokes with each other). Do not use this approach with customers or stakeholders.

Your manager. If customers, stakeholders or team members are involved in your claim, you should reach out to your manager. Your manager will assess your situation and contact HR if appropriate.

Sexual Harassment In The Workplace Managing Corporated Policy

Jin-Ying Zhang



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