



WORKPLACE VIOLENCE, HARASSMENT AND BULLYING POLICY

Intent

The Authentic T-Shirt Company®/SanMar Canada (the Company) is committed to providing a safe and healthy work environment where all individuals are treated with dignity and respect; and free of violence, harassment and bullying of any kind. The Company's Values, Vision and Mission statement is built on Integrity, Excellence, Service and Teamwork which defines who we are and how we support each other. All supervisors and workers must be dedicated to zero-tolerance of violence, harassment and bullying in the workplace. This policy applies to all workers, and addresses all sources of violence, harassment and bullying, such as co-workers, customers/clients, employers, managers/supervisors, workers, contractors and members of the public.

The Workplace Violence, Harassment and Bullying Policy ensures that employees of The Authentic T-Shirt Company®/SanMar Canada are aware and understand that acts of violence, harassment and bullying are considered a serious offence which will result in disciplinary action. The policy outlines definitions that stipulate violence, harassment and bullying responsibilities of The Company and all employees, procedures for investigations and resources available.

The Company will act in compliance with all Local, Provincial, and National Human Rights guidelines – taking every precaution reasonable to protect workers and provide support for victims.

Responsibilities

Employer

- Inform and train employees of this policy with respect to workplace violence, harassment and bullying; and review at least annually
- Implement a workplace violence, harassment and bullying program that shall:
 - Include measures and procedures to control the risks likely to expose a worker to physical injury
 - Include measures and procedures for summoning immediate assistance when workplace violence, harassment and bullying is likely to occur
 - Include process and procedures for workers to report incidents or workplace violence, harassment and bullying to the employer or supervisor
 - Set out how the employer will investigate and deal with incidents or complaints of workplace violence, harassment and bullying
 - Asses the risk of workplace violence, harassment and bullying that may arise from the nature of the workplace, the type of work or the conditions of work
 - Advise the Joint Health and Safety Committee results of any assessment and provide the assessment in writing
 - Re-asses risks of workplace violence, harassment and bullying as often as necessary to protect workers from workplace violence, harassment and bullying
- Review this policy annually with Joint Health and Safety Committee/Representative (JHSC) to ensure any new violence, harassment and bullying hazards are identified

Managers

- Role modeling inclusive and professional behaviour and not engaging in discriminatory behaviour, violence, harassment and/or bullying
- Ensure this policy is communicated and clearly understood to the employees
- Respond to complaints or situations with potential for complaints regarding violence, harassment and bullying in a timely manner to be investigated immediately
- Investigate and follow procedures as outlined in the Occupational Health and Safety Program
- Maintain the confidentiality of the individual(s), except where disclosure is necessary for the purpose of investigating the complaint or taking disciplinary measures in relation to the alleged complaint if discipline is being imposed
- Ensuring the known violence, harassment and bullying ceases and that the appropriate resolution is in place
- Management will be held responsible and subject to disciplinary measures up to and including termination with cause if they do not respond to incidents of violence, harassment and bullying immediately, to comply with the Complain Procedures timeline

Human Resources

- Promote appropriate workplace behaviour
- Act as an advisor to management on violence, harassment and bullying policy issues
- Design and develop incident reports and investigation procedures
- Provide advice and support to investigators and employees
- Review investigation reports and consider the facts to determine the outcome of the complaint
- Inform the complainant, respondent and JHSC, in writing, on the outcome of the investigation of complaint
- Impose discipline or take other action, such as providing education to improve employees' understanding of violence, harassment and bullying
- Develop and implement Company policies and procedures on workplace violence, harassment and bullying issues
- Identify problem areas and solutions

Employees

- Not engaging in discriminatory behaviour, violence, harassment and/or bullying
- Immediately report if violence, harassment and/or bullying is observed or experienced to their manager, supervisor, Human Resource Representative or Joint Health and Safety Committee/Representative
- Comply with the Workplace Violence, Harassment and Bullying Policy for their own protection and protection of others
- Fully cooperate with any investigation of complaints or incidents of workplace violence, harassment and bullying as indicated in this policy
- Attend scheduled training sessions designed to familiarize with this policy

Definitions of Violence and Harassment:

Workplace Violence & Domestic Violence

- The act or attempt to act with physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- A statement or behaviour that it is reasonable for a worker to interpret as a threat to act with physical force against the worker, in a workplace, that could cause physical injury to the worker
- Domestic violence is considered workplace violence when a person has a personal relationship with a worker who may physically harm, or attempt to threaten to physically harm that worker at work
- Sexual violence is any sexual act, attempt to obtain a sexual act, or other act directed against a worker's sexuality using coercion, by any person regardless of their relationship to the victim, in a workplace or

work related setting

Workplace Harassment & Sexual Harassment

- Engaging in a course of upsetting or troublesome comment(s) or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, in a workplace because of sex, sexual orientation, gender identity or gender expression
- Workplace harassment can involve unwelcomed words or actions that are known to be offensive, embarrassing, humiliating, discriminating or demeaning to a worker(s). It includes behavior that intimidates, isolates or discriminates against the targeted individual
- Making a sexual solicitation or advance where the person making it 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 the solicitation or advance is unwelcome

Personal Harassment

- Is based on personal characteristics, such as age, gender, and race

Psychological Harassment

- Is a course of conduct or pattern of degrading, disrespectful, rude, and unwelcome conduct that psychologically hurts or isolates a person in the workplace

Bullying

- Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening
- Cyber bullying is defined as “willful and repeated harm inflicted through the use of computers, cell phones and other electronic devices”
- The intent of cyberbullying is to threaten, harass, embarrass or socially exclude another using online technology

Occupational Health and Safety Act Subsection 1 (4) states: Under **Workplace Harassment**; A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

What isn't Workplace Violence, Harassment & Bullying?

- Reasonable actions taken by an employer or supervisor while managing and directing workers are not considered harassment. Reasonable actions considered to be part of a manager's or supervisor's work functions include changing work assignments, scheduling, assessing and evaluating work performance, inspecting workplaces, implementing health and safety measures, and taking disciplinary action such as dismissing, suspending, demoting, or reprimanding with just cause. Done reasonably and fairly, these actions should not be considered to be workplace violence, harassment and bullying
- Differences of opinion or minor disagreements between co-workers are also not generally considered to be workplace harassment but can turn into harassment if no steps are taken to resolve the conflict. Similarly, difficult conditions of employment such as professional practice limitations, organizational changes, or financial restrictions are not considered harassment. Work-related stress, on its own, does not constitute harassment. However, an accumulation of stress factors resulted from harassing behaviours such as those described earlier may result in a harassment situation

Violence, Harassment and Bullying Behaviour Can Include (but is not limited to):

- Humiliation, initiation practices, or hazing
- Spreading malicious rumours

- Calling someone derogatory names
- Unwanted and unnecessary touching, patting, pinching, or other suggestive physical contact
- Relentless criticism or belittling
- Sending or leaving repeated offensive, threatening and/or inappropriate notes, messages via voicemail, e-mail, text messaging, or written correspondence
- Verbally threatening to attack a worker
- Making intimidating or offensive remarks, jokes or innuendos that demean, ridicule, intimidate, or offend
- Displaying or circulating offensive, derogatory pictures or materials, pornography, sexual images, photographs, cartoons, drawings, symbols or offensive sexual jokes in print or electronic form
- Acts of violence directed at a co-worker such as: hitting or motion to hit, throwing/kicking objects, wielding a weapon, inappropriate use of machinery to purposely hurt or attempt to hurt
- Asking questions, talking, or writing about sexual activities
- Leering or inappropriate staring
- Making gender-related comments about someone's physical characteristics, mannerisms, or conformity to sex-role stereotypes
- Verbally abusing, using rough or vulgar humor or language, threatening or taunting someone based on gender or sexual orientation; or
- Demanding hugs, dates or sexual favours or threatening to penalize or otherwise punish a worker if they refuse a sexual advance
- Exclusion: deliberately leaving certain individuals out of online social exchanges
- Online harassment: repeatedly sending offensive messages to an individual, which can include intimidation and/or threats of harm
- Creating, posting and/or distributing sensitive, private and/or embarrassing information or images online (including doctored images)

Complaint Procedures

Employees

Any employee who believes they have been subjected to violence, harassment and/or bullying should:

- Make their objections known to the harasser if they are comfortable doing so
- Keep a written record of the date, time, location, nature of the behaviour, and names of any witnesses
- If the harassment continues, or if the employee is not comfortable approaching the harasser, the employee should speak to their immediate supervisor. If the supervisor is the alleged harasser, the employee is encouraged to report workplace violence, harassment and/or bullying to the Human Resources Representative or a JHSC member. Employees will not have their careers affected in any way as a consequence of their complaint(s)
- Employees who are subjected to physical injury from the result of violence or harassment in the workplace are to report to a supervisor or Human Resources Representative immediately
- The Company may seek an external investigator as deemed necessary in order to complete an investigation
- Adhering to and acknowledging all components of this policy does not affect Human Rights of the employee

Employees needing assistance or wanting to clarify issues before reporting a situation may contact the Human Resources Department for confidential consultation and advice.

Management

Management will investigate and deal with all complaints or incidents of workplace violence, harassment and bullying in a fair and timely manner and follow these steps:

- Interview the complainant and alleged harasser within 48 hours from the receipt of the complaint. Involve

- Human Resources Department immediately
- Interview the witness(es) or persons who may have knowledge of the circumstances
- Document the situation accurately and completely
- Outline the complaint either verbally or in writing to the Human Resources Department, using the Investigation Form
- Do not disclose any relevant information regarding the complaint to anyone outside of those involved

Human Resources Department

The Human Resources Department will:

- Advise both the complainant and the alleged harasser/bully that an investigation has begun. Appropriate interim action may be recommended
- Investigate the complaint and confirm the facts
- Present the results of the investigation and suggested resolution to management and the affected parties
- Ensure confidentiality of information
- Document a substantiated complaint accordingly, along with the disciplinary action
- Ensure no documentation is placed on employees’ files if the complaint is unsubstantiated

All information about a complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Communication

The Company encourages open communication on health and safety issues. It is essential to providing an injury-free and productive work environment.

- Employees that voice or identify a health and safety concern will not be subject to retaliation
- Health and safety concerns will be reviewed by the Joint Health and Safety Committee (JHSC). The JHSC will initiate an investigation on each reported and/or potential hazard
- Employees are encouraged to inform their supervisor or JHSC of any matter they perceive to be an actual or potential workplace hazard
- Communication can be written or oral, and may be anonymous, if so desired

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Workplace Violence, Harassment & Bullying Policy at The Authentic T-Shirt Company®/SanMar Canada. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth in this Policy, I may face legal, punitive, or corrective action.

Employee Name (Please Print)

Date

Employee Signature

Manager Signature