



Policy #CGR-BMS10-017

**HARASSMENT POLICY**

Effective Date: October 1, 2013

Supersedes Original Dated December 20, 2010

**Canadian Policies and Procedures**

<i>Policy applies to:</i>	<input checked="" type="checkbox"/> <i>All employees</i>	<i>Rev. No. 01</i>
	<input type="checkbox"/> <i>Salaried Only</i>	<i>Revision Date: October 1, 2013</i> <i>Review Date- April 11, 2017</i>

**PURPOSE:**

To guide all employees adhering to legal and social guidelines regarding the recognition and avoidance of harassment so that all employee can work in an environment free of harassment.

The term harassment, as used in this Policy, is defined as any behaviour by a co-worker or supervisor that is known or should be reasonably known to be unwelcome, that denies individual dignity and respect on the basis of the ground as generally described by human rights legislation, such as: sex, sexual orientation, race, ancestry, place of origin, color, ethnic origin, citizenship, creed, age, record of offences, marital status, family status or handicap.

**It is a Policy of CpK Interior Products:**

1. To foster an environment free of harassment and to prohibit behavior that is not welcome by employees, is personally offensive, or creates a hostile work environment. Such behavior might include unwanted sexual advances, verbal abuse, uninvited physical contact, or the display of material that is of a sexual or degrading nature.
2. To inform employees of the kinds of conduct that may constitute as harassment, and to instruct supervisors of their responsibilities with respect to appropriate action to prevent such behavior within the workplace.
3. To provide employees access to a mechanism that investigates and responds to complaints of sexual harassment in a timely and confidential manner which protects the interests of all parties involved.
4. To encourage employees who have reasonable grounds to believe that harassment has occurred, to report these incidents.
5. To identify those persons to whom such instances of harassment should be reported.
6. To protect from reprisal those employees who make complaints with reasonable beliefs that harassment has occurred.
7. To take appropriate disciplinary action towards those employees whose conduct constitutes harassment.



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**SCOPE:**

This policy applies to all components of CpK Interior Products Inc.

**Sponsored by:**

Plant Health and Safety Committees

Related Policy Statements:

- **CGR-BMS10-011** Health & Safety Policy
- **CGR-BMS10-018** Workplace Violence and Harassment Prevention Program
- **CGR-BMS10-004** Employee Discipline Policy

Version	Release Date	Description of Changes
00	12/10	Initial Release
01	10/13	Revision
01	04/17	Review Only