

Harassment and Discrimination Policy

Matcor Metal Fabrication is committed to providing a work environment where all individuals are treated with respect and dignity. In accordance with the Ontario Human Rights Code, and the Ontario Occupational Health and Safety Act, this policy will confirm that harassment and discrimination will not be tolerated in the workplace.

Matcor Metal Fabrication considers harassment and discrimination complaints to be very serious in nature. All employees have an important role when it comes to building a healthy workplace environment that is respectful of everyone, regardless of their differences.

Harassment is commonly defined as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

Discrimination is the act of treating someone differently, by denying a benefit or imposing additional or unfair burdens upon them on the basis of certain personal characteristics protected by law.

Harassment typically takes place more than once over a period of time, with the intent of embarrassing, offending or humiliating someone. Harassment may include such behaviour as name-calling; making inappropriate jokes or remarks that demean, ridicule or intimidate; stereotyping based on someone's personal characteristics or background; displaying or circulating offensive pictures or material; workplace bullying; offensive or intimidating phone calls or emails; inappropriate sexual touching, advances, suggestions or requests; as well as other forms of offensive and insulting behaviour.

Workplace harassment and discrimination often take place on the basis of certain personal characteristics protected by law, including without limitation: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability.

How to Lodge a Complaint

If you feel you are being harassed or discriminated against, ask the person to stop. The person may not realize that he or she is being offensive. If the individual continues to engage in unwelcome behaviour, you should immediately report the matter to your Supervisor, Manager and the Human Resources Department. In appropriate situations, the Human Resources Department will attempt to mediate the situation and resolve the concerns in a mutually agreeable manner. Often, complaints dealing with allegations of harassment and discrimination involve misunderstandings that can best be resolved through open and honest communication.

Where the nature of the complaint cannot be resolved through mediation, the Human Resources Department has primary responsibility for conducting a prompt investigation of these matters. You will be asked to provide a formal statement of facts, as will any other individuals who were involved. Complaint Forms are available in the Human Resources Department.

Where the Human Resources Department has a conflict of interest in the situation, representatives from Matcor Metal Fabrication Group Office or Corporate or in appropriate cases, an external third-party investigator may be called upon to assist with an independent investigation. In the event that your complaint is found to be valid, Matcor Metal Fabrication will take appropriate corrective action, and will inform you in writing of the investigative results.

All complaints will be kept confidential to the fullest extent possible. However, anonymous complaints cannot for practical reasons be investigated. All individuals involved as a party to the complaint or as a witness will be expected to keep the matter confidential. This confidentiality requirement applies to all parties involved, including the person making the complaint. Allegations of this nature can be very serious in nature, and regardless of whether the complaint is proven or unfounded, can harm the personal and professional reputations of those involved.

Anyone who is found to have engaged in harassment or discrimination will be subject to disciplinary action up to, and including dismissal, depending on the severity of the offence.

What Isn't Harassment or Discrimination?

Reasonable action or conduct by an employer, manager or supervisor that is part of his or her normal work function does not qualify as harassment or discrimination. This is the case even where the results of such action sometimes create unpleasant consequences for an employee. Examples of this include: changes in work assignment or duties; job postings; scheduling; overtime opportunities; job assessments and evaluation; workplace inspections; denial of requests for time off; implementing new policies or job requirements; and progressive disciplinary action.

Differences of opinion or minor disagreements between co-workers also do not normally constitute workplace harassment or discrimination.

While most harassment and discrimination complaints are raised in good faith, this is not always the case. On rare occasions, harassment and/or discrimination complaints are filed for inappropriate and vexatious purposes. Given the serious impact that allegations of this nature can have on personal and professional reputations, submitting a false and/or bad faith claim of harassment or discrimination is a very serious matter. Following a comprehensive investigation, should the evidence conclude that harassment or discrimination allegations have been made in bad faith, disciplinary action may be imposed.

John Bogoje

John Bogoje, President

November 1, 2022

Date

