



Prevention of Harassment & Discrimination

Applies to: Employees

POLICY

Harassment or Discrimination – defined in **Formal Terms & Definitions** will not be tolerated in the Workplace.

Stitch It strives to create an inclusive Workplace that's respectful and welcoming of diversity. In accordance with workplace rights set out under the Human Rights Code and Occupational Health and Safety Act (OHSA), employees in the Workplace have the right to the following:

- Freedom from Harassment
- Equal treatment without Discrimination

Decisions pertaining to all areas of work including recruitment, hiring, training, transfers, terminations, layoffs, counselling, compensation, hours of work, benefits, and performance reviews are based on job performance, merit, and qualifications. Our practice is one of honest evaluation of each individual's qualifications and business contributions.

Here's what you need to know:

- Stitch It will provide you with Harassment, Discrimination, and Workplace Violence prevention training so that you're clear about roles, responsibilities, accountability, and the information and procedures outlined in this Policy.
- In accordance with OHSA, this Policy will be reviewed annually.
- This Policy is posted on the bulletin board.
- In accordance with the Occupational Health and Safety Act, in the event that you encounter unsafe working conditions, or a situation presents a serious safety concern, you have the right to refuse any work that you believe to be unsafe.

PROCEDURE

Reporting & Investigating Discrimination or Harassment

You're responsible for helping to enforce this Policy and must make every reasonable effort in a safe manner to prevent Discrimination and/or harassing behavior and report every incident of Harassment and/or Discrimination immediately — whether it was observed, happened to you personally, or if the problem was reported to you. Harassment and Discrimination should not be ignored as silence can be, and often is, interpreted as acceptance.

Employees will not be demoted, dismissed, disciplined or denied promotion, advancement or employment opportunities because they rejected sexual advances or because they lodged a complaint when they honestly believed they were being harassed or discriminated against.

Once a written complaint relating to reporting Discrimination or Harassment has been received, Stitch It will complete a thorough investigation.

Witnessing Harassment or Discrimination

If you're a co-worker who's witnessed Discrimination or Harassment in the Workplace:

- Inform the affected person that you have witnessed what you believe to be Discrimination or Harassment and that you find it unacceptable. Encourage the affected person to report the incident as outlined in the procedures below. Reinforcement and support often provide the affected person with courage to come forward. If the affected person doesn't feel that Discrimination or Harassment has taken place, the incident is considered closed.
- If you feel it's safe to do so, inform the alleged perpetrator(s) that you have witnessed the act(s) and find it unacceptable.

Reporting Harassment or Discrimination

If you feel you've been the subject of harassment or discriminatory treatment:

1. You're encouraged to explain to the person who you feel is harassing or discriminating against you (the "Respondent") that the conduct is unwelcome, but you're not obliged to do so.
 - If addressing the Respondent is uncomfortable or could lead to an escalation of the Harassment or Discrimination, or to safety risks, you're not expected to directly interact with that person.
 - You should never feel obliged to address the Respondent against your better judgement.
2. If the situation can't be resolved by speaking to the Respondent, you may make a complaint by speaking to either your Manager or an HR Representative. If the Respondent is your Manager, speak directly to their Manager.
3. You, the Respondent, and any witnesses are advised to create and keep written notes about the events at issue, and to maintain any relevant written documentation.
4. Where possible, the complaint should be made in writing, including details of:
 - What happened — a description of the events or situation.
 - When it happened — dates and times of the events or incidents.
 - Where it happened — the exact location.
 - Who saw it happen — the names of any witnesses, if any.
5. If necessary, you or the Respondent will be placed on a paid leave of absence, moved to a different location within Stitch It, or provided with alternative reporting relationships. The decision will be made on a case-by-case basis and will reflect the principle that you will not

be penalized for making the complaint.

Investigating Discrimination or Harassment

Once a written Discrimination or Harassment complaint has been received, Stitch It will investigate that's appropriate to the circumstances.

1. Depending on the complaint, the person receiving the complaint will appoint an advisor, mediator, or internal or external investigator ("Investigator")
2. The Investigator:
 - a. Is responsible for ensuring a thorough, fair and impartial investigation of the allegations in the complaint.
 - b. Will notify the Respondent of the complaint and provide them with a copy of your written complaint.
 - c. Will interview you, the Respondent, and any relevant witnesses suggested by you or the Respondent, as well as gather documents relevant to the matters in the complaint. All Staff are required to cooperate with the Investigator.
 - d. Will, wherever possible, complete the investigation within 90 days of receiving the assignment.
 - e. At the conclusion of the investigation, will prepare a written report summarizing the allegations and the investigation results, and will forward the report to the Manager of the complainant.
3. Based on the findings in the Investigator's report, the Controller will decide whether this Policy has been violated.
4. If this Policy is violated, the Controller will proceed as follows:
 - a. Determine the appropriate consequences for the Respondent who violated the Policy. These may include:
 - An apology
 - Counselling
 - Education and training
 - Verbal or written reprimand
 - Suspension with pay
 - Suspension without pay
 - Transfer
 - Termination of Engagement, including immediate termination of Engagement with Just Cause.
 - b. In determining the appropriate consequences, take into account the nature of the violation of the Policy, its severity, and whether the Respondent has previously violated the Policy.
 - c. Where a violation of the Policy is found, take any steps necessary to repair the effects of

Discrimination or Harassment on you, and to prevent further recurrences of Harassment or Discrimination in Stitch It.

- d. Communicate the results of the investigation and any corrective actions to you and the Respondent.

Confidentiality

Stitch It will do everything it can to protect the privacy of all individuals involved in a Discrimination or Harassment complaint and to ensure that they're treated fairly and respectfully.

- Investigators and people receiving complaints will, to the extent possible, protect the confidentiality and privacy of persons involved in a complaint, subject to the requirements of a fair investigation, resolution process, and the law.
- All documents related to a complaint, including the written complaint, witness statements, investigation notes and reports, and documents related to the complaint, will be securely maintained by the HR Department, separate from Staff files.
- Information gathered about an incident or complaint of Harassment or Discrimination won't be disclosed unless necessary for the investigation or corrective action regarding the incident.
- Information obtained about an incident or complaint of Workplace Harassment, including identifying information about any individuals involved, won't be disclosed unless the disclosure is necessary for investigating, taking corrective action, or by law.

Your Rights

- You have a right to claim and enforce your right to a Workplace free of Harassment and Discrimination.
- You shouldn't be negatively treated for bringing forward a complaint, providing information related to a complaint, or helping to resolve a complaint.
- If you're dissatisfied with the outcome of a complaint, you'll be reminded of your rights under the Human Rights Code.

Fraudulent or Malicious Complaints

Unfounded or retaliatory allegations of misconduct outlined in this Policy may cause both the Respondent and Stitch It significant consequences.

If it's determined that you have knowingly made false statements or brought forward a false complaint, immediate disciplinary action will be taken. As with any case of Workplace Misconduct, you will be subject to disciplinary measures, up to and including termination of your Engagement

with Just Cause.

Reprisals

It's a violation of this Policy to discipline or punish an individual because they've brought forward a complaint, provided information related to a complaint, or otherwise been involved in the complaint resolution process.

A reprisal may be the subject of a separate complaint under this Policy. If you engage in reprisal, you will be subject to disciplinary measures, up to and including termination of your Engagement with Just Cause.