



AAA Bodyworks -Sexual Harassment Policy

Effective Date: 1/23

Policy Statement

AAA Bodyworks is committed to providing a safe and respectful work environment for all employees, clients, visitors, and vendors. We have a zero-tolerance policy for sexual harassment in any form. This policy outlines our commitment to preventing and addressing sexual harassment within our organization.

Definitions

2.1. Sexual Harassment: Sexual harassment includes any unwelcome conduct of a sexual nature, whether verbal, physical, or visual, that creates a hostile or intimidating work environment. This may include, but is not limited to, unwanted sexual advances, requests for sexual favours, offensive comments, or other verbal or physical conduct of a sexual nature.

2.2. Complainant: The person who reports an incident of sexual harassment.

2.3. Respondent: The person against whom an allegation of sexual harassment is made.

Scope

This policy applies to all employees, clients, visitors, vendors, and any other individuals who interact with AAA Bodyworks in the workplace or in the course of business activities.

Reporting Sexual Harassment

4.1. Reporting Procedure:

If you believe you have been subjected to or have witnessed sexual harassment, you should immediately report it to your immediate supervisor, manager, or any other member of management. If you are uncomfortable reporting to these individuals, you can report it to Human Resources or any designated contact person.

4.2. Confidentiality:

AAA Bodyworks will maintain confidentiality to the extent permitted by law during the investigation process. We understand the sensitive nature of these complaints and will respect the privacy of all parties involved.

4.3. Non-Retaliation:

No employee who makes a good-faith report of sexual harassment will face any form of retaliation. Retaliation is strictly prohibited and will result in disciplinary action, up to and including termination.

Investigation Procedure

5.1. AAA Bodyworks will conduct a prompt, thorough, and impartial investigation of all reports of sexual harassment. This may involve interviewing the complainant, respondent, and any witnesses, as well as reviewing any relevant evidence.

5.2. The investigation will be completed within a reasonable time frame, and both parties will be informed of the outcome. If it is determined that sexual harassment occurred, appropriate disciplinary action will be taken.

Disciplinary Actions

Disciplinary actions for individuals found to have engaged in sexual harassment may include verbal or written warnings, suspension, or termination of employment or contract, depending on the severity of the offense.

Prevention and Training

AAA Bodyworks is committed to preventing sexual harassment through awareness, education, and training. All employees will receive periodic training on the prevention of sexual harassment, its impact, and how to report incidents.

Review and Update

This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with current laws and best practices.

AAA Bodyworks is dedicated to maintaining a workplace free from sexual harassment, where all individuals are treated with respect and dignity. We encourage open communication and a culture of respect for the benefit of our employees, clients, and business partners.