



## **Bullying and Harassment Policy**

AAA Bodyworks, hereafter referred to as "the Company," is committed to providing a safe and respectful work environment for all employees. Bullying and harassment are not tolerated within our organization, and we take this matter seriously. This policy outlines our commitment to preventing and addressing bullying and harassment in the workplace.

### **Definitions**

**a. Bullying:** Bullying refers to repeated, unreasonable behaviour that is directed towards an employee or group of employees which causes physical, psychological, or emotional harm. It includes actions or conduct that create an intimidating, hostile, or offensive work environment.

**b. Harassment:** Harassment refers to any unwelcome conduct or communication, whether verbal, written, physical, or visual, that interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment based on protected characteristics, such as race, colour, religion, sex, national origin, age, disability, or any other legally protected status.

### **Commitment**

The Company is committed to creating and maintaining a workplace free from bullying and harassment. We are committed to:

- a. Promoting a culture of respect, tolerance, and inclusion among all employees.
- b. Preventing and addressing bullying and harassment promptly and effectively.
- c. Encouraging employees to report any incidents of bullying or harassment without fear of retaliation.
- d. Conducting impartial investigations into all complaints of bullying or harassment.
- e. Taking appropriate disciplinary action against those found responsible for bullying or harassment.

### **Prohibited Conduct**

The following behaviours are strictly prohibited within our organization:

- a. Verbal abuse, threats, or offensive comments.
- b. Physical intimidation or violence.
- c. Cyberbullying or online harassment related to the workplace.
- d. Sexual harassment, which includes unwelcome advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature.
- e. Harassment based on protected characteristics as defined by applicable laws.

- f. Spreading rumours or false information to damage an employee's reputation.
- g. Any other behaviour that creates a hostile, intimidating, or offensive work environment.

### **Reporting Procedure**

Employees who believe they have experienced or witnessed bullying or harassment are encouraged to follow these reporting procedures:

- a. Report the incident to their immediate supervisor, manager, or HR department.
- b. If the complaint involves a supervisor or manager, employees should report the incident to the next-level supervisor, HR, or an alternative designated contact.
- c. If employees are uncomfortable reporting within the organization, they may contact an external agency or legal authority, if necessary.

### **Investigation Process**

Upon receiving a complaint, the Company will conduct a thorough and impartial investigation, respecting the confidentiality and privacy of all parties involved. The investigation will include interviews with relevant parties, a review of any relevant evidence, and a determination of appropriate action to be taken.

### **Consequences**

Employees found responsible for engaging in bullying or harassment will be subject to disciplinary action, up to and including termination of employment, as appropriate.

### **Protection from Retaliation**

The Company prohibits any form of retaliation against employees who report bullying or harassment in good faith. Any retaliation will be treated as a separate violation of this policy and will be subject to disciplinary action.

### **Review and Update**

This policy will be reviewed periodically to ensure its effectiveness and compliance with applicable laws and regulations.

### **Conclusion**

Our commitment to preventing bullying and harassment is integral to our company culture. We expect all employees to embrace this policy and foster a respectful and inclusive work environment for everyone. If you have any questions or concerns about this policy, please contact management.