



AAA Bodyworks-Anti-Discrimination Policy

Effective Date: 1/23

At AAA Bodyworks we are committed to maintaining a workplace and business environment free from all forms of discrimination. We value diversity and inclusion and believe that every employee, customer, and business partner should be treated with dignity and respect. This Anti-Discrimination Policy outlines our commitment to promoting a discrimination-free environment and the actions we take to prevent and address discrimination in our business.

Scope and Applicability

This policy applies to all employees, contractors, customers, suppliers, and visitors associated with AAA Bodyworks regardless of their position, role, or status within the organization.

Prohibited Discrimination

AAA Bodyworks strictly prohibits discrimination based on the following categories, including but not limited to:

- a. Race
- b. Colour
- c. Religion
- d. Gender
- e. Sexual orientation
- f. Gender identity or expression
- g. Age
- h. National origin
- i. Disability
- j. Genetic information
- k. Veteran status
- l. Marital status
- m. Any other characteristic protected by applicable law

Responsibilities

a. Management: AAA Bodyworks management is responsible for implementing and enforcing this policy. They should lead by example and take appropriate actions to prevent and address discrimination in the workplace.

b. Employees: All employees must comply with this policy and refrain from engaging in any form of discriminatory behaviour. Employees should promptly report any incidents of discrimination they observe or experience.

Discriminatory Conduct

Discriminatory conduct includes but is not limited to the following:

a. Harassment: Verbal, physical, or visual conduct that creates a hostile, intimidating, or offensive work environment.

b. Retaliation: Adverse actions taken against individuals for reporting discrimination or participating in an investigation.

c. Unfair treatment: Unequal treatment in employment, compensation, promotions, or any other workplace opportunities based on the protected categories mentioned above.

Reporting and Complaint Procedure

If you believe you have experienced or witnessed discrimination in the workplace or during business interactions, you should report it immediately to your supervisor, Human Resources, or any designated authority within the organization. Reports will be treated confidentially to the extent permitted by law.

Investigation and Corrective Action

AAA Bodyworks is committed to thoroughly investigating all reports of discrimination. Prompt and appropriate corrective actions will be taken against those found responsible for discriminatory conduct. Such actions may include disciplinary measures, up to and including termination of employment or business relationships.

Non-Retaliation

AAA Bodyworks prohibits retaliation against anyone who makes a good-faith report of discrimination. Retaliation is a separate violation of this policy and will be treated with equal severity.

Compliance

[Your Company Name] will comply with all applicable federal, state, and local laws regarding anti-discrimination and equal employment opportunities.

Training

AAA Bodyworks will provide training to employees, contractors, and others as appropriate to ensure understanding of this policy and to prevent discrimination.

Review and Revision

AAA Bodyworks will periodically review and revise this policy as needed to ensure its effectiveness and alignment with best practices.

AAA Bodyworks is dedicated to fostering an environment that values diversity, promotes equal opportunity, and is free from discrimination. We are committed to upholding this Anti-Discrimination Policy and will take necessary steps to enforce it. Discrimination in any form will not be tolerated, and those who engage in such conduct will be held accountable.