

# **VJDS International Inc. Harassment Policy**

Effective Date: 20th March 2013

Approved By: Directors

Owned By: VJDS International Inc.

Updated: 17th November 2024

## **1. Policy Statement**

At VJDS International Inc., we are committed to maintaining a workplace that is free from harassment, discrimination, and intimidation. Harassment of any kind is unacceptable and will not be tolerated. We value a respectful, inclusive, and supportive environment where all employees feel safe, valued, and able to perform their best work.

This policy applies to all employees, contractors, and anyone interacting with the company, including customers, suppliers, and visitors. Harassment, whether verbal, physical, or visual, can have a detrimental impact on individuals and the workplace as a whole. The purpose of this policy is to define harassment, provide a framework for reporting and resolving complaints, and outline the company's stance on preventing harassment.

## **2. Definition of Harassment**

Harassment is any unwelcome or offensive behavior, conduct, or comments that create an intimidating, hostile, or offensive work environment. Harassment can take many forms, including but not limited to:

- Verbal Harassment: Insults, slurs, offensive jokes, or derogatory comments based on race, gender, religion, nationality, age, disability, sexual orientation, or any other protected characteristic.
- Physical Harassment: Unwanted physical contact such as touching, pinching, hitting, or physical intimidation.
- Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. This includes inappropriate touching, sexually explicit comments, gestures, or offensive materials.
- Visual Harassment: Displaying offensive or discriminatory images, posters, or materials in the workplace, or making inappropriate gestures.
- Bullying and Intimidation: Behavior that demeans, belittles, or threatens others, including verbal abuse, threats, and spreading rumors.
- Retaliation: Any adverse action taken against an individual for reporting harassment or participating in an investigation related to harassment.

Harassment is not limited to the workplace and includes any situation that occurs in work-related settings such as business trips, work events, social gatherings, or communications via email, social media, or other platforms related to work.

## **3. Protected Categories**

Harassment can occur based on, but is not limited to, the following protected categories:

- Race, Ethnicity, and National Origin
- Gender, Gender Identity, and Gender Expression

- Sexual Orientation
- Disability (Physical and Mental)
- Age
- Religion or Belief
- Pregnancy or Parental Status
- Veteran Status
- Marital Status
- Other Protected Characteristics under Applicable Laws

#### **4. Reporting Harassment**

Employees are encouraged to report any instances of harassment as soon as possible. We take all complaints seriously and will take appropriate steps to investigate and address them.

Reporting Options:

- Immediate Supervisor or Manager: Employees may report harassment to their direct supervisor or manager.
- Human Resources: If the employee is uncomfortable reporting to their supervisor, or if the supervisor is involved in the harassment, they may report the incident directly to Human Resources.
- Anonymous Reporting: Employees may report incidents anonymously through a designated hotline or email if available.
- Other Reporting Channels: Employees may also contact any designated person or department, as listed in company communications.

Reports of harassment should include as many details as possible, such as:

- A description of the incident(s)
- Dates and times when the harassment occurred
- Names of individuals involved, including witnesses
- Any relevant evidence, such as emails or messages

No Retaliation Policy: VJDS International Inc. prohibits retaliation against any employee who reports harassment in good faith or participates in an investigation. Any form of retaliation will be considered a violation of this policy and will be treated as a separate issue that will be addressed accordingly.

#### **5. Investigation Process**

- Prompt and Confidential Investigation: All reports of harassment will be taken seriously and investigated promptly. We will ensure confidentiality to the extent possible during the investigation process. Only those involved in the investigation or those who need to know will be informed about the allegations.
- Investigative Process: An impartial investigation will be conducted to determine the facts of the situation. Both the complainant and the accused will have an opportunity to present their side of the story, and any witnesses will be interviewed as necessary.
- Follow-up: Once the investigation is complete, the results will be communicated to the involved parties, and appropriate action will be taken based on the findings.

#### **6. Consequences for Harassment**

- Corrective Action: If harassment is substantiated, appropriate corrective action will be taken. This may include disciplinary action up to and including termination of employment, depending on the severity of the incident.

- Prevention and Training: VJDS International Inc. will take proactive steps to prevent harassment by providing regular training, implementing policies that promote a respectful and inclusive environment, and regularly reviewing this policy to ensure it is effective.
- Support for the Complainant: If harassment is confirmed, the complainant will receive the necessary support, which may include counseling, a change of work assignment, or other accommodations to ensure they feel safe and respected in the workplace.

### **7. Preventative Measures and Training**

- Training and Awareness: All employees will receive regular training on the recognition of harassment, how to report incidents, and the company's policies and procedures. Managers and supervisors will receive additional training to ensure they are equipped to handle complaints of harassment appropriately.
- Creating a Respectful Workplace: We are committed to fostering a culture of respect and inclusion in the workplace. This includes promoting diversity, equity, and inclusion initiatives and creating channels for open dialogue about workplace behavior.
- Periodic Reviews: The company will review its harassment policy regularly to ensure it remains up to date with relevant laws and continues to reflect the company's commitment to a safe and respectful work environment.

### **8. Conclusion**

Harassment in any form is incompatible with our company values and will not be tolerated. We are committed to ensuring that all employees can work in an environment free from harassment and discrimination. By promoting a respectful, inclusive, and supportive workplace, we help ensure the safety and well-being of everyone at VJDS International Inc..

If you have any questions or concerns about this policy or need support, please contact Human Resources or your supervisor.