



## MODEL COMPANY POLICY

**[Company Name] is fully committed to fostering a Culture of CARE at every level and in all aspects of our organization.**

Our employees are our most valuable asset. Every one of our employees has the right to work in an environment that is safe, welcoming, and inclusive. A Culture of CARE allows every employee the opportunity to reach their full potential, be their most productive and do their best without the fear of harassment, hazing or bullying.

**We expect all employees to commit to and comply with Culture of CARE values.**

Safety is our number one priority. Safety goes beyond protection from physical hazards. We know that workers who have not been integrated into their workplace culture are more likely to have accidents due to the increased psychological and emotional stress from being excluded. Unwelcome, offensive, discriminatory or harassing language or behavior directly affect the psychological and emotional wellbeing of our employees, putting their health and safety at risk.

The collective sum of our employees' individual differences, traits, skills, backgrounds and experiences is our strength. By embracing a Culture of CARE, we will retain top talent, improve employee productivity and job satisfaction, increase our ability to innovate, reach new customer bases, and create a safer workplace.

We ensure a Culture of CARE by committing to the following principles:

**COMMIT** – to hire and pay based on skill and experience regardless of age, disability status, ethnicity, gender identity, nationality, race, religion, sex, or sexual orientation

**ATTRACT** – prospective employees by creating inclusive workplaces that are free from harassment, hazing & bullying

**RETAIN** – high-performing employees by identifying and removing barriers to advancement

**EMPOWER** – every employee to promote a culture of diversity and inclusion

**Harassment, Hazing or Bullying will not be tolerated.**

These behaviors can include language (written or verbal), actions, or gestures. Types of behaviors that will not be tolerated include:

**Harassment:** Any unwelcome conduct that is based on race, color, religion, gender (including sexual orientation), national origin, age, disability or genetic information. Offensive conduct may

include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Sexual Harassment is any unwelcome conduct of a sexual nature including, but not limited to, sexual advances, requests for sexual favors, unnecessary physical contact, suggestive or obscene gestures, images or objects; or other verbal or physical harassment of a sexual nature.

Hazing: A ritual or initiation process – commonly for apprentices or new employees – that intentionally causes embarrassment, harassment or ridicule and risks emotional, mental or physical harm, regardless of the person’s willingness to participate.

Bullying: Intentionally and repeatedly misusing social or physical “power” to cause another person emotional, mental or physical harm. Bullying can come in the form of verbal, physical and/or social behavior.

## Our commitment to you.

Just as you have the right to refuse to work in physically unsafe conditions, you also have the right to refuse to work if you are experiencing emotionally or psychologically unsafe conditions in the form of harassment, hazing or bullying. **We expect all employees to commit to and comply with the Culture of Care values outlined in this policy.**

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action, up to and including termination.

Employees who believe they have been subjected to any kind of discrimination that conflicts the Culture of CARE values should seek assistance from a supervisor or a member of the Human Resources department.

## Employee acknowledgment & agreement

I acknowledge that as an employee of *[Company Name]* I am responsible for my knowledge of the information and practices contained within the Culture of CARE Workplace Policy. If I have questions about the contents of this policy/program I will ask my supervisor or Human Resources for clarification. I understand that the contents of this policy/program form part of the terms and conditions of my employment and agree to respect and follow them.

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Employee Name (print)

Employee Signature

Date