

## Set boundaries if you are being targeted.

The first step in dealing with harassment and bullying is to tell the harasser their behaviour is unwelcome and ask them to stop. If after asking the harasser to stop the offensive behaviour, the harassment continues, report the problem.

## If you are being harassed or bullied, or witness it happening to someone else, report it.

Everyone has the right to a workplace free from harassment and bullying.



**REPORT IT.**

*For a copy of Valard's Harassment & Bullying Policy, please email [HR@valard.com](mailto:HR@valard.com).*

# HARASSMENT & BULLYING

POLICIES, RULES,  
AND RESPONSIBILITIES

**QUICK GUIDE**



## Harassment and bullying is not acceptable at Valard.

Everyone is valued and should be treated with respect and dignity. No one should be discriminated against, harassed, sexually harassed or physically harmed in any way by another person.

### WHAT IS HARASSMENT?

Harassment is considered any incident (one time or repeated) of unwelcome conduct including comments, bullying or actions by someone who knows what they are doing will or could cause offence and humiliation to the other person. You cannot make comments, take actions or bully someone because of their race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation.

Just because you think its ok to say it or do it, doesn't mean the other person does.

Here are some examples of harassment and bullying:

- Making unwelcome remarks, jokes, innuendos, or taunting causing awkwardness or embarrassment.
- Displaying racist, sexist, derogatory or other offensive material.
- Refusing to work with or speak to an individual because of race, ethnicity, place of origin, sex, marital status, family status, disability or religious beliefs.
- Written or verbal abuse or threats.
- Unwanted physical contact.
- Physical assault.

Harassment/Bullying does not include appropriate direction of discipline and appropriate evaluation of work performance.

### WHAT IS SEXUAL HARASSMENT?

Sexual Harassment is any unwelcome behaviour, sexual in nature that adversely affects, or threatens to affect, directly or indirectly, a person's job security, working conditions or prospects for promotion or earnings; or prevents a person from getting a job. Sexual Harassment includes:

- Suggestive remarks, sexual jokes or compromising invitations.
- Verbal abuse.
- Visual display of suggestive images.
- Leering or whistling.
- Patting, rubbing or other unwanted physical contact.
- Physical assault.

Sexual Harassment does not include:

- Sincere compliments, unless the compliments are unwelcome.
- Mutually acceptable flirtation.
- Mutually acceptable romance.

You cannot make sexual advances or solicit for sexual acts, that is considered harassment.

## Be kind to one another.

Promote a respectful and inclusive workplace. At Valard, every worker shares the responsibility to ensure everything is done to eliminate harassment and bullying in the workplace.

## Perpetrators could lose their job, and/or face criminal charges.

If you are found to be guilty of harassment and bullying, it could result in lost income, and your job, and possibly criminal charges.

