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Applicable Standard: Health & Safety	Approved By: Peter Ruttan, Director of Human Resources	Date Approved: 24-Nov-14

Policy: Violence, Discrimination and Harassment – Zero Tolerance

Purpose: This policy reviews the violence, discrimination and harassment zero-tolerance policy at pt Health which informs all aspects of our employee, stakeholder and patient relations.

Scope: This policy applies to all full and part-time employees, contract workers, summer students, interns, other temporary employees, patients and stakeholders.

Guidelines:

PT Healthcare Solutions Corp. (“pt Health”) is committed to maintaining a work environment free from violence, threats of violence, harassment, intimidation, domestic violence and other disruptive behaviour. No one should ever feel threatened or unsafe while on our premises.

As such, pt Health will:

- Provide on-going training to ensure each person understands their rights.
- Establish fair procedures for handling discrimination and harassment complaints.
- Promote and support this and other policies’ objectives of appropriate conduct at all times.
- Review, with input from staff, on an on-going basis this policy and its associated procedures.

Anyone who engages in any physical assault, threatening behaviour or verbal abuse in our work setting will be immediately removed from the premises and may be subject to disciplinary action, immediate termination of employment, and possibly criminal penalties.

Responsibilities under this policy:

All persons involved in the operations of pt Health are expected to abide by this policy, refrain from any and all harassment or discrimination, and further, cooperate with any investigation related to a complaint of harassment or discrimination.

Additional responsibility is reserved for any persons of pt Health who may manage, supervise or otherwise be in a position of authority over another person within the organization. This responsibility includes immediate action upon observing or receiving a report of harassment or discrimination. Further, they are called upon to facilitate a working environment free from harassment and discrimination.

PT Healthcare Solutions Corp. is responsible for training all of our employees on recognizing the risk of workplace violence, so they can be aware of the warning signs while working on pt Health premises or at other locations.

Prohibited Grounds include:

- Age
- Sex (including pregnancy and breastfeeding)
- Family Status
- Disability
- Ancestry
- Ethnic Origin
- Record of offences
- Creed
- Sexual Orientation
- Marital Status
- Race
- Place of origin
- Citizenship
- Association or relationship with a person identified via one of these prohibited grounds.

Prohibited behaviours include:

Discrimination – *any form of unequal treatment, whether through imposing extra burdens or denying benefits, either intentional or unintentional, through either direct or indirect action or cause-effect relationship that have the overall effect of disadvantaging any member of the groups identified under prohibited grounds of discrimination.*

Harassment – *comments or actions either known or which reasonably ought to be known, to be unwelcome. This includes those which are known to be offensive, embarrassing, humiliating, or demeaning.*

Sexual Harassment – *a form of harassment on the grounds of sexuality and/or gender.*

Sexual Solicitation – *solicitations or advances of a sexual nature, or discipline for refusals / rejections of such advances.*

Poisoned Environment – *a discriminatory environment created as a result of behaviour or remarks made either directly or indirectly from any individual; a single comment or action can facilitate a poisoned environment.*

pt Health does not discriminate against workplace violence victims. All concerns, regardless of severity will be handled fairly, promptly and without retaliation for bringing a valid claim forward. (This exoneration does not apply to false claims. The claim must be a valid and proper claim for immunity to apply). If pt Health finds that a claim of workplace violence was made in bad faith, disciplinary action will be taken against the person who made the claim, up to and including termination. Refer to *HR3003: Violence, Discrimination and Harassment Complaint Procedure* to review pt Health's complaint procedure.