

**This Policy applies to: All EMPLOYEES, Independent Contractors, and Corix Board Directors**

**All employees are expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited discrimination, harassment, bullying, or violence.**

### Harassment

Harassment is unreasonable, unwelcome, and/or severe or pervasive inappropriate conduct or comments (whether verbal, physical, or electronic) that would cause someone to become humiliated or intimidated or affect the terms and conditions of their employment.

Bullying includes, but is not limited to, a course of conduct or pattern of degrading, disrespectful, rude, and unwelcome conduct that psychologically hurts or isolates someone in the workplace.

Harassment and Bullying also includes behavior towards clients, customers, vendors, consultants, contractors, volunteers, and members of the general public.

Examples:

- Verbal abuse or threats
- Derogatory remarks, jokes, or taunting
- Unwelcome invitations, requests, or other activities
- Unnecessary physical contact such as touching, patting, or pinching

### Sexual Harassment

Sexual harassment is a form of misconduct which can include, but is not limited to, the following:

- Engaging in vexatious verbal or physical conduct of a sexual nature in a workplace where the conduct is reasonably known to be unwelcome.
- Making unwelcome sexual demands that have the potential to affect the terms or conditions of someone's employment.

### Discrimination

Discrimination is the imposition of unlawful burdens, obligations, or disadvantages on a person or group not imposed on others outside of the protected classification/grounds or withholding access to opportunities, benefits, and advantages available to others outside of the protected classifications. Protected classifications or grounds are:

- Race
- Creed
- Color
- Ancestry
- Place of origin
- Religion
- Family status
- Marital status
- Pregnancy-related condition
- Physical disability
- Predisposing genetic characteristics
- Mental disability
- Sex
- Age
- Sexual orientation
- Gender identity or expression
- Military status
- Political belief
- Domestic victim status
- Conviction of a criminal offense unrelated to their employment
- Opposing unlawful discriminatory practices
- Any other characteristics protected by law

### Workplace Violence

Workplace violence is not acceptable, and it is defined as the attempted or actual exercise of physical force by a person with the intent to cause injury and includes threatening statements and/or behaviors which cause an employee to reasonably believe they are at risk of injury.

### Complaint Procedure

**Corix does not tolerate discrimination, harassment, sexual harassment, workplace violence, or retaliation against a complainant. If you are aware of any incidents that violate this Policy, you can report it by:**

- 1) Telling the perpetrator that their behavior is unwelcome and it must stop.
- 2) If the response is unsatisfactory, you can contact their Supervisor or Manager.
- 3) If the response is still unsatisfactory, you can request further review through a Senior Manager/Executive member or the HR Department.
- 4) In the alternative, if you do not feel comfortable with speaking with the Supervisor, Manager, or Senior Management/Executive Member, *at any time*, you may contact the **Corix Confidential Reporting Line at:**

**Toll-Free: 1-844-420-9066**

**Website: [www.corix.ethicspoint.com](http://www.corix.ethicspoint.com)**

*Note: This Guide is provided for your ease of information but does not replace the full policy document nor your responsibility to read the full policy. Please refer to the Respectful Workplace and Anti-Harassment Policy document for complete information.*