

Respect in the Workplace

Workplace Harassment Policy Statement

What We Believe

All Team Members have a right to work in an environment where their dignity is respected and they are free from bullying and harassment. Together, everyone (including all staff, Supervisors, Managers and Owners) can make sure that our workplace is fun, healthy, safe, productive and free from bullying and harassment. Bullying and harassment will not be accepted or tolerated from any person in our workplace, including other co-workers, Supervisors/Management, Guests, vendors and domestic partners.

Know Your Workplace Harassment Policy

Human Rights legislation in Canada provides every manager, Team Member, vendor, supplier, Guest or other members of the public with the right to freedom from harassment under protected grounds. It means that inappropriate comments or conduct related to a persons’ race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy and gender identity), sexual orientation, age, record of offenses, family status or disability are not permitted.

Bullying and harassment includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known to be unwelcome, and would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by an employer or Supervisor related to the management and direction of workers or the place of employment.

A “person” is defined as any individual, whether or not they are a workplace party (ex. employer, Supervisor, co-worker, member of the public, or customer).

Bullying and harassment is against the law and violates our principle of ensuring respect in the workplace. Each person is expected to act in a respectful, courteous and professional manner at all times and not engage in or condone bullying and harassment. Inappropriate comments or conduct, sexual, racial or similar types of jokes or unwanted sexual advances (E.g. touching, staring, assault, teasing, asking for dates, phone calls, comments about a person’s appearance, gossiping, spreading rumors, and so on) will not be tolerated inside the workplace, outside the workplace, via text messages, or on the internet which includes email, and sites like Facebook and MySpace.

The following is **not** considered to be bullying and harassment:
Reasonable action or conduct by an employer, Manager or Supervisor that is part of his or her normal work function. Some examples are:

- Change in work duties
- Scheduling
- Performance reviews and performance management
- Workplace inspections/investigations
- Enforcement of uniform policy

You are responsible to speak up when you see or hear about incidents of bullying and harassment involving your workplace.

All Team Members are advised that failure to abide by this Respect in the Workplace Policy will result in disciplinary action up to and including immediate termination of employment. Team Members found to be abusing this policy (e.g. making false accusations) will also be subject to disciplinary action up to and including termination of employment. Team Members who are raising concerns which are being made in good faith will not be subject to discipline.

Follow the steps below if you feel you have been a victim of, or have witnessed harassment.

If You Are Being Harassed

What to do if you feel you have been the victim of harassment:

1. Talk to your Manager or Restaurant Owner.
2. You can also tell the person(s) involved that you are uncomfortable with what is being done or said and ask them to stop – but the choice is yours. You do not have to deal with the situation directly. If the unwelcome behaviour continues after you have told the person to stop, make sure you discuss the matter again with the Manager and/or Restaurant Owner.
3. Keep a written record of dates, times, what happened, who was involved, and any witnesses to the incident(s).
4. If there are circumstances where the Manager or Restaurant Owner is not able to resolve your concerns, you can call the Human Resources Department of the TDL Group Corp. for a prompt and confidential response.
5. If you feel you are being harassed by a guest, talk to your Manager or Restaurant Owner immediately.

Complaint Resolution Process

Complaints will be thoroughly investigated and followed up in a professional and timely manner, trying to respect workers’ privacy as much as possible. The name of a complainant or an alleged harasser, or the circumstances related to the complaint will not be disclosed to any person except: where disclosure is necessary in order to investigate the complaint; is required in order to take corrective action; or is required by law.

If the complaint is not resolved to the satisfaction of the Team Member, they have the right to file a complaint with the Human Rights legislative body in their province or territory. This harassment policy is not intended to discourage or prevent anyone from exercising any other legal rights under any other law.

Restaurant Owner Signature: _____ Date: _____

Manager Contact Information	Restaurant Owner Contact Information	The TDL Group Corp.
Your Manager is:	Your Restaurant Owner is:	Human Resources Department The TDL Group Corp.
Contact #	Contact #	1-800-919-2325