

# Non-Retaliation Policy



Workers are reminded that [*insert company name*] (“the Company”) and its officers, directors and supervisors are committed to complying with all applicable laws, including workplace safety and environmental laws, and maintaining the highest standard of integrity.

Assuring you of your right, indeed your obligation, to come forward and report any violations of the laws is an important part of this commitment. We have thus adopted the following policy to reassure you that you won’t be fired, demoted, reassigned, disciplined or subject to any other punishment for reporting wrongdoing by the Company or its representatives or for exercising any rights guaranteed to you by federal and provincial laws, including, but not limited to, [*insert relevant laws, such as the Occupational Health and Safety Act*].

1. **Obligation to Report.** Reporting violations of the above laws to [*insert name of appropriate official, e.g., workers’ supervisor or the company compliance officer*] is something you not only can but also *must*
2. **Open-Door Policy.** All supervisors and managers are required to keep an open-door policy that fosters trust and encourages workers to report their concerns. Supervisors and managers who receive reports of wrongdoing must take all reports seriously, look into the concern and, to the extent they deem the concern credible, serious and legitimate, refer it to members of management or appropriate internal institutions, such as

the Joint Health and Safety Committee (JHSC).

3. **Non-** To repeat, the Company will treat all workers fairly and not retaliate in any way against any worker because he or she reports wrongdoing by the Company or its agents or exercises any rights under federal and provincial laws.
4. Where requested, every effort will be made to protect the identity of a worker who complains of wrongdoing or exercises legal rights. However, workers are asked to provide their names to facilitate the investigation and any follow-up questions that may arise regarding the complaint or report of wrongdoing.

**Violators Subject to Discipline.** Any manager, supervisor or worker who harasses, disciplines or takes other adverse action against a worker in retaliation for whistleblowing or the exercising of legal rights in violation of this non-retaliation policy is subject to discipline, up to and including immediate termination for cause.