

Razzberry's Tech Services Inc.

Anti-Discrimination and Harassment Policy

Purpose

Razzberry's Tech Services Inc. is committed to providing a safe, inclusive, and respectful environment for all employees, volunteers, clients, and stakeholders. This Anti-Discrimination and Harassment Policy aims to prevent discrimination and harassment in any form and to outline the procedures for addressing any violations.

Scope

This policy applies to all employees, volunteers, board members, clients, and anyone else engaged in activities related to Razzberry's Tech Services Inc., regardless of location (including remote work environments).

Policy Statement

Razzberry's Tech Services Inc. prohibits discrimination and harassment based on, but not limited to, the following characteristics:

- Race
- Color
- Religion
- Gender identity and expression
- Sexual orientation
- Age
- National origin
- Disability
- Marital status
- Any other protected characteristic as outlined by applicable laws

Definitions

Discrimination: Unfair or unequal treatment of an individual or group based on a protected characteristic.

Harassment: Unwelcome behavior that creates a hostile, intimidating, or offensive environment. This includes, but is not limited to, verbal, physical, or visual conduct that demeans or shows hostility or aversion toward an individual.

Responsibilities

- **Management:** Ensure that all employees and volunteers understand this policy and promote a culture of respect and inclusion.
- **Employees and Volunteers:** Treat everyone with respect and report any incidents of discrimination or harassment they witness or experience.

Reporting Procedure

1. Immediate Response: If you are comfortable doing so, inform the person engaging in the discriminatory or harassing behavior that it is unwelcome and must stop.
2. Documentation: Document the incident, including dates, times, locations, witnesses, and any other relevant details.
3. Reporting: Report the incident to a designated individual (e.g., the Executive Director) or the Board of Directors as soon as possible.

Investigation

Razzberry's Tech Services Inc. will take all complaints seriously and conduct a thorough investigation. The investigation will include:

- Interviews with the complainant, the accused, and any witnesses.
- A review of any relevant documents or evidence.
- A determination of whether the policy has been violated.

Disciplinary Action

Any individual found to have engaged in discrimination or harassment will face disciplinary action, which may include:

- Verbal or written warnings
- Suspension
- Termination of employment or volunteer status

Confidentiality

All complaints will be handled with the utmost confidentiality to protect the rights of all parties involved. Information will only be shared with those who need to know for the purpose of investigation and resolution.

Retaliation

Razzberry's Tech Services Inc. prohibits any form of retaliation against individuals who report discrimination or harassment or participate in an investigation. Any retaliatory actions will be subject to disciplinary action.

Training

All employees and volunteers will receive training on this policy and the importance of fostering a respectful and inclusive environment.

Review

This policy will be reviewed annually and updated as necessary to ensure compliance with applicable laws and to reflect best practices.

Contact Information

For questions or concerns regarding this policy, please contact:

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