



A2N Workplace Violence and Harassment Policy

- Revision Date: November 2024
- Approved By: Frank Rondinone, President

Cyber Secured!

More than just a mantra - it is a call to action - and a promise from A2N that we will keep your data, your networks, and your business secured.

Our relationships are built on trust and strengthened through honesty, integrity and the overwhelming value delivered by our team of experts.

Do you want to experience 100% peace of mind? Allow A2N to play a key role in your company's networking and cybersecurity programs.



POLICY STATEMENT

Access 2 Networks Inc. (A2N) Workplace Violence and Workplace Harassment Policy

1. Purpose

A2N is committed to providing a work environment that is safe, respectful, and free from violence and harassment. This policy outlines our commitment to preventing workplace violence and harassment and sets forth the procedures for reporting and addressing such incidents.

2. Scope

This policy applies to all employees, contractors, vendors, visitors, and any other individuals interacting with our company, whether on company premises or off-site at company-sponsored events.

3. Definitions

- **Workplace Violence:** Any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. This includes but is not limited to physical assaults, threats, and coercive behavior.
- **Workplace Harassment:** Any unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age, disability, or genetic information. Harassment becomes unlawful when enduring the offensive conduct becomes a condition of continued employment or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

4. Prohibited Behaviors

The following behaviors are strictly prohibited and will not be tolerated:

- Physical violence, such as hitting, shoving, or kicking.
- Threats of violence, whether verbal or written.
- Intimidation or coercion.
- Verbal harassment, including derogatory comments, slurs, or jokes.
- Psychological harassment, such as bullying, stalking, or manipulation.
- Sexual harassment, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Any other behavior that could be reasonably perceived as violent or harassing.



5. Reporting Procedures

Employees who experience or witness workplace violence or harassment are encouraged to report the incident as soon as possible. Reports can be made to:

- Immediate supervisor or manager
- Human Resources department
- Designated workplace violence and harassment officer

Reports can be submitted in person, via email, or through a confidential reporting system, if available.

6. Investigation Process

- All reports of workplace violence and harassment will be taken seriously and investigated promptly.
- Investigations will be conducted impartially and with due respect for the rights of all parties involved.
- Both the complainant and the respondent will be given the opportunity to provide their account of the incident.
- The investigation will be documented, and appropriate corrective actions will be taken based on the findings.

7. Confidentiality

All reports and investigations of workplace violence and harassment will be treated with the utmost confidentiality. Information will only be disclosed on a need-to-know basis to those involved in the investigation and resolution process.

8. Retaliation

Retaliation against anyone who reports workplace violence or harassment or participates in an investigation is strictly prohibited. Any act of retaliation will be subject to disciplinary action, up to and including termination.

9. Training and Awareness

A2N will provide regular training and awareness programs to ensure all employees understand this policy, their rights, and their responsibilities. Training will cover recognizing, preventing, and responding to workplace violence and harassment.

10. Policy Review

This policy will be reviewed annually to ensure its effectiveness and compliance with applicable laws and regulations. Updates will be made as necessary.

11. Contact Information

For any questions or concerns regarding this policy, please contact Frank Rondinone at 416-566-4478 or frondinone@a2n.net.

Acknowledgment

I acknowledge that I have read and understood the A2N Workplace Violence and Workplace Harassment Policy. I agree to abide by this policy and understand that violations may result in disciplinary action.

Employee Name:

Signature: Date: