



DISCRIMINATION, HARASSMENT AND REPRISAL POLICY

Romantic Planet Vacations is committed to a safe, respectful, lawful workplace which is free of any form of unlawful discrimination, harassment or reprisals including actions made by management, staff, independent consultants, and clients. Behaviour that violates this policy may include in-person interactions, over the phone, by way of text or email, or those that occur on any existing social media or networks.

The following is prohibited by law and against Company policy:

- a. **HARASSMENT** - means engaging in a course of vexatious comments or conduct related to one or more of the prohibited grounds that is known or might reasonably be known to be unwelcome/unwanted, offensive, intimidating, hostile, or inappropriate, which adversely affects the employment or contractor status of the individual.
This may include, but is not limited to: demeaning gestures, remarks, jokes, taunting, innuendo, display of offensive materials, offensive graffiti, threats, verbal or physical assault, unwarranted penalties, stalking, slurs, shunning, or exclusion related to the prohibited grounds.
- b. **SEXUAL HARASSMENT** - means engaging in a course of conduct of a gender-related or sexual nature that is known or might reasonably be known to be unwelcome/unwanted, offensive, intimidating, hostile, or inappropriate. Depending on its severity, one action may constitute sexual harassment.
This may include, but is not limited to: demeaning gestures, remarks and jokes; slurs, taunting, innuendo based on gender or sexual orientation; unwanted physical contact; leering; inappropriate comments about clothing, physical characteristics or activities; unwanted questions or comments about one's private life, sexual orientation, marital or family status; the display of sexually offensive material; solicitation; unwanted attention; implied or expressed promise of reward or benefit in return for sexual favours; implied or expressed threat or act of reprisal if sexual favours are not given; or sexual assault (Criminal Code offense).
- c. **RACIAL/ETHNIC/CULTURAL HARASSMENT** - means engaging in a course of conduct negatively relating to race/ethnicity/culture that is known or might reasonably be known to be unwelcome/unwanted, offensive, intimidating, hostile, derogatory or inappropriate. Depending on its severity, one action may constitute racial/ethnic/cultural harassment.
This may include, but is not limited to: demeaning remarks or gestures based on race,

ethnic origin or cultural differences, jokes about race, ethnic origin or cultural differences, inappropriate displays of racial stereotypes, racial/ethnic/cultural slurs, unwanted questions or comments of a racial/ethnic nature about one's private life, or physical assault (Criminal Code offense).

- d. **DISCRIMINATION** - is one or a series of action(s) or any behaviour based on a prohibited ground that results in the unfavourable, adverse or preferential treatment which negatively affects or could negatively affect the employment status of an employee or the contractor status of an independent contractor.

This may include, but is not limited to: the refusal to provide goods, services or facilities without just cause; the exclusion from employment or employment benefits; the refusal to work with someone.

- e. **POISONED ENVIRONMENT** - is a form of discrimination. It may be created by comments or actions of any persons regardless of her/his position or status. These offensive comments or actions spoil the work or other environment. The poisoned environment forms an unequal term or condition of employment, based on a prohibited ground, and is therefore a violation of the right to be free from discrimination. The comment or conduct must be of a significant nature or degree and have the effect of "poisoning" the work or study environment. A complainant does not have to be a direct target to be adversely affected by a negative environment. It includes any conduct or comment that creates and maintains an offensive, hostile, or intimidating climate for work.

This may include, but is not limited to: exposure to graffiti, signs, cartoons, remarks, exclusion, or adverse treatment.

- f. **INTENTION TO DISCRIMINATE/HATE LITERATURE** - means any notice, sign, symbol, emblem or other representation that expresses or implies discrimination or an intention to discriminate (inciting hatred) against any identifiable group.

The Ontario Human Rights Code specifically prohibits the expressed intent to discriminate or infringe rights, or intent to incite others to discriminate or infringe rights, under the Code.

It is a violation of this policy, to publish, display, transmit (by any medium), knowingly retrieve or distribute before the public or direct to an individual, or cause to be published, displayed, transmitted or distributed within the Company with the intent of inciting others to discriminate (inciting hatred against any identifiable group), any hate literature. Communicating statements, other than in private conversation, which wilfully promote hatred against any identifiable group is an offense under the Criminal Code.

- g. **SYSTEMIC HARASSMENT/DISCRIMINATION** - means the existence of policies, practices, procedures, actions, or inactions that may appear neutral, but have an adverse impact associated with one of the prohibited grounds.

This may include, but is not limited to: negative stereotypical portrayal of groups/individuals in materials, attendance policies that do not accommodate religious and/or family responsibilities; failure to provide employment or services.

- h. **REPRISAL** - every individual who files a complaint of discrimination or harassment, participates or co-operates in an investigation, provides information relevant to a complaint, or acts in any role under the policy and/or these procedures has a right to do so without reprisal or threat of reprisal

This may include, but is not limited to: adverse actions by a person who has the authority to confer, grant or deny a benefit or advancement to the person filing a complaint.

The Company does not permit any instance of discrimination, harassment or reprisals by or towards anyone. Any employee or independent consultant in violation of this policy will be subject to immediate and severe disciplinary action, including termination. Any client in violation of this policy may be subject to cancellation of their travel reservation with cancellation penalties as detailed in their terms and conditions, the termination of any further contact with our team, and possible reporting of the instance to the authorities.

For further details, please contact us at laurie@romanticplanet.ca or 1-866-247-8123.