



**Trailer Services**  
TRAILERMADE SOLUTIONS

# **TIP FAIR EMPLOYMENT POLICY**

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## Summary

TIP provides you with fair treatment and equal access to opportunities. We prohibit all forms of illegal discrimination.

We are committed to following the applicable employment laws wherever we operate. That includes observing applicable laws in the relevant jurisdictions in which TIP operates that relate to: freedom of association; privacy; labor relations; the prohibition of forced, compulsory and child labor; immigration; working time and other wage-hour laws; and employment discrimination. Beyond legal compliance, we strive to create an environment considerate of all employees where TIP business is being conducted.

### WHAT YOU SHOULD DO TO COMPLY WITH THIS POLICY

1. **BASE EMPLOYMENT DECISIONS** on job qualifications (e.g., education, prior experience) and on an individual's skills, performance, TIP values, leadership and other job-related criteria.
2. **MAKE ALL EMPLOYMENT RELATED DECISIONS AND ACTIONS** without regard to a person's race, colour, religion, national origin, sex (including pregnancy), sexual orientation, age, disability, veteran status or other characteristic protected by law.
3. **PROVIDE A WORK ENVIRONMENT** free of improper harassment and bullying including behaviour that is directed at a person because of his and her race, religion, sex etc.
4. **MANAGERS** must create an environment in which employees feel comfortable raising concerns relating to violations of this policy. A manager or HR manager who receives any concern is responsible for making sure that the concern is investigated, responded to or referred to an ombudsperson if the concern relates to a possible violation of law or TIP Integrity policy.
5. **RESPECT THE PRIVACY RIGHTS** of employees by using, maintaining and transferring personal data in accordance with applicable laws and regulations.
6. **TAKE LAWFUL POSITIVE ACTIONS**, if required by law, to increase opportunities in employment for women, minorities, people with disabilities and certain veterans.



7. **PROMPTLY RAISE ANY CONCERNS** about a violation or possible violation of this policy. Escalate your concern to another person (e.g. TIP legal counsel or ombudsperson) if you do not receive an appropriate response to your complaint. Any concerns that are raised will be thoroughly investigated and, where appropriate, corrective actions will be taken. Confidentiality will be protected to the extent possible, consistent with the need to complete a thorough investigation.
  
8. **IF A CONFLICT ARISES** between the requirements of this policy and the laws, customs or practices of a particular area, consult with your TIP legal counsel to determine the most appropriate course of action.

**WHAT TO WATCH OUT FOR:**

- **A HOSTILE WORK ENVIRONMENT** (for example, telling jokes or displaying materials that ridicule or offend a member of a particular race or ethnic group).
- **DISPLAYING** any sexually suggestive visual material in the workplace.
- **MAKING UNWELCOME SEXUAL ADVANCES** to employees or persons with whom you work.
- **VIOLATING EMPLOYMENT LAW** in your country (for example, hiring a child under the legal minimum age).
- **REFUSING TO WORK**, or otherwise cooperate with, certain individuals because of their race, religion, sex, or other characteristic protected by law.
- **DISCLOSING EMPLOYMENT DATA** to a person who does not have the business need, authority or the subject's consent.
- **TAKING AN ADVERSE ACTION** against an employee (e.g., firing, denying a salary increase) because the employee has raised a concern about a violation of policy or law.



## QUESTIONS AND ANSWERS

Q: One of my co-workers has put up posters in his cubicle that make fun of Asian employees. Although she is too shy to say anything, I know that the posters offend my Asian friend, Mei.

My co-worker claims that he has a fundamental right to decorate his cubicle any way he wants and that if someone doesn't like it, they can just stop coming into his work area. Is he right or should a manager make him take those posters down?

A: Distributing or posting materials in the workplace that make fun of or defame a member of a particular religion, race, national or ethnic origin, sex, etc., or taking other actions which have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment are examples of actions that may constitute workplace harassment and are prohibited by this policy. Your co-worker should be told to take his posters down.

Q: One of the senior managers in my business keeps putting his arm around me and asking me to go out to dinner with him. After several invitations, I am beginning to lose patience with him and am a little afraid of him. I want to report his behaviour but am worried that I will lose my job if I do. My own manager is a man and will probably just say it is harmless behaviour and I should ignore it. Do I have to report this to someone? If so, who should I tell if I don't trust my own manager to take action?

A: You should report such behaviour as it is creating an uncomfortable environment for you. Any employee who feels he or she might be a victim of harassment is required to raise a concern. You can do this to your manager, HR manager, legal counsel or ombudsperson.

Q: One of my employees asked me to define what constitutes sexual harassment. Is there a good definition I can use?

A: Sexual harassment includes unwelcome sexual advances or requests for sexual favours where submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual. Sexual harassment also includes unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature or based on a person's sex where such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment harassment is required to raise that concern.

Q: My manager ignores my emails and calls and I have difficulty getting time with her to discuss my work and getting direction for my projects. Should I raise an ombuds case?



A: This is a situation where it is more appropriate to contact your HR manager to deal with this situation as the behaviour described is not sufficient to constitute a violation of this policy.

**PENALTIES FOR VIOLATION:**

Employees who violate TIP's policies are subject to disciplinary action up to and including termination of employment. In addition, if laws are violated, employees or TIP may be subject to criminal penalties (fines or jail time) or civil sanctions (damage awards or fines).