



Proudly Training a Safe and Skilled HEO Workforce since 2005.

## Letter of Acknowledgement

### Re: BC Bill 14: Workplace Bullying and Harassment

Interior Heavy Equipment Operator School strives to have a positive and productive learning and working environment. Any harassment, bullying, inappropriate behaviours, or actions, by students, employees, or third-party contractors, will not be tolerated.

Students whose behaviour is found to be in violation of this Policy will be subject to corrective action which may include immediate termination of their course/program. Employees whose behaviour is in violation of the Policy will also be subject to immediate performance management which may include termination of employment.

Employees whose behaviour is in violation of this policy will also be subject to corrective action up to and/or including termination of employment. Any third-party contractors who are found to be in violation of the Policy are also subject to the terms and conditions of our policies which may include the termination of any service agreement with IHE School.

The attached Harassment Policy describes in detail the procedure that will be undertaken if inappropriate or discriminatory behaviour occurs. This includes the completion of a Harassment Complaint Form, submission to IHE Management/Human Resources, the determination of an investigator and the investigative process including a final report.

All disciplinary actions and terminations will be determined by IHE Management.

Should you have any questions on this Policy, please do not hesitate to speak to an IHE Manager for clarification.

- Policy adopted and effective November 8th, 2013.
- Policy is reviewed annually each year in September.

Sincerely,

**IHE Management**