



HUMAN RIGHTS COMMITMENT

Viana Roofing & Sheet Metal Ltd. is committed to upholding the human rights of all employees. Specifically, Viana Roofing & Sheet Metal Ltd. will ensure that every employee has a right to equal treatment under the protected grounds and aspects of employment established by the *Ontario Human Rights Code*

- Age
- Ancestry, color, race
- Citizenship
- Ethnic origin
- Place of origin
- Creed
- Disability
- Family status
- Marital status (including single status)
- Gender identity, gender expression
- Record of offences (in employment only)
- Sex (including pregnancy and breastfeeding)
- Sexual orientation

POLICY

Viana Roofing & Sheet Metal Ltd. will not discriminate against any of its employees under any of the protected grounds outlined above.

Furthermore, Viana Roofing & Sheet Metal Ltd. will ensure equal treatment for its employees, including, but not necessarily limited to, the following processes:

- Job applications
- Recruitment
- Training
- Transfers Promotions
- Apprenticeship terms
- Dismissal
- Layoff

Viana Roofing & Sheet Metal Ltd. will ensure that this right to equal treatment is upheld in the areas of rate of pay, overtime, hours of work, holidays, benefits, shift work, discipline, and performance evaluations.

Duty to Accommodate

Viana Roofing & Sheet Metal Ltd. has a duty to accommodate employees to eliminate negative treatment based on the prohibited grounds of discrimination. Viana Roofing & Sheet Metal Ltd. will accommodate to the point of undue hardship which can only be considered when adjustments to a policy or practice would incur financial cost, necessitate outside funding, or create risks to the health or safety of a person.

Filing a Complaint

Viana Roofing & Sheet Metal Ltd. acknowledges that an employee who believes their rights have been violated may speak to a Human Rights Officer or file a complaint with the Ontario Human Rights Tribunal. Viana Roofing & Sheet Metal Ltd. will not retaliate against any employee who has filed a complaint with the Tribunal or had someone file a complaint on their behalf.