	Document Title: Non-Discrimination Policy	Document Number:	CCE_HR_014
		Process Owner:	Human Resources Manager
		Revision Number:	003
		Revision Date:	5/02/2024

Non-Discrimination Policy

Markdom does not discriminate against any employee or applicant with respect to employment because of race, ancestry, place of origin, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, color, age, marital status, record of offences, family status or disability as defined by the Ontario Human Rights Code (the “Code”).


This principle extends to all decisions related to employment including but not limited to hiring, promotion, transfer, recruitment, termination, benefits, rates of pay, other forms of compensation, and selection for training. Making employment decisions based on any of these protected grounds is against the Markdom policy and prohibited by the Code.

Markdom is committed to:

- Provide a workplace free of conflict, where employees are treated with fairness, dignity and respect.
- Prohibit discrimination and harassment on the basis of protected characteristics.
- Promote equal opportunity and diversity in the workplace.
- Provide guidelines for reporting and addressing discrimination and harassment.

Under no circumstance should any employee fear discrimination or reprisal in the workplace as a result of the filing of a complaint. In the event that a discussion is not feasible or fails to reach a reasonable resolution, a formal complaint may be filed.

Employees who believe they have experienced or witnessed discrimination or harassment are encouraged to report such incidents to their supervisors and/or Human Resources. Reports will be treated confidentially to the extent possible. Violations of this policy may result in corrective actions in accordance with Markdom’s policies and procedures. Consequences may include disciplinary actions, up to and including termination of employment or contracts, depending on the nature and severity of the violation.

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RECORD OF REVIEWS

Date	Revision Description	Approved By	Revision Level
Jan 01, 2019	Initial Release	President – Joerg D.	001
Feb 14, 2023	Annual Revision	HR Manager – Johanna A.	002
May 2, 2024	Added commitment and reporting Document # allocated	HR Manager – Johanna A.	003