# CLB 5/6: Anti-Racism – Writing Report an Incident

**Instructions:**

1. Read the policy below.
2. Think of a situation involving discrimination at work or use one of the stories from the previous activity.
3. Report the incident to your manager. Write one or two paragraphs describing what happened.

## Respectful Workplace Policy

The ABC Company supports and promotes the principle that all employees have the right to be treated fairly with respect and dignity.

Harassment in the workplace shall not be tolerated. The company has a zero-tolerance policy toward harassment in the workplace. Therefore, no employee shall cause or participate in the harassment of another employee.

Harassment is a serious offence, and participation in such actions is subject to a range of disciplinary actions, including dismissal. Employees must bring any incident(s) of harassment or potential harassment that they observe to the attention of their manager, Human Resources, or the union (if applicable).

Every employee has the right to file a harassment complaint and to have their complaint acted upon in a timely fashion.