



Abuse And Harassment Policy and Procedures

DEHNCO Equipment & Supplies Co., Inc.

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1. Introduction

At DEHNCO Equipment & Supplies Co., Inc. (DEHNCO), we are committed to providing a safe, respectful, and inclusive workplace for all employees, clients, customers, and third parties. We maintain a strict zero-tolerance policy toward any form of violence, harassment, abuse, or discrimination. This policy reflects our values and our obligation to comply with all applicable human rights and labor legislation.

Everyone at Dehnco shares the responsibility of promoting a workplace culture that upholds dignity, mutual respect, and professional behavior.

2. Abuse and Harassment Policy Statement

DEHNCO is committed to providing a workplace free from all forms of harassment and abuse. We do not tolerate any behavior—verbal, physical, psychological, or sexual—that creates a hostile, intimidating, or unsafe environment. Any violation will be taken seriously and may result in disciplinary action, up to and including termination.

3. Purpose

The purposes of this policy are:

1. Prevent all forms of harassment, abuse, and violence in the workplace.
2. Protect employees' dignity, safety, and emotional well-being.
3. Clarify expectations for respectful conduct.
4. Provide a framework for reporting, investigation, and resolution of complaints.
5. Promote a workplace culture grounded in fairness, inclusion, and accountability.

4. Applicability

This policy applies to all employees.

5. Abuse and Harassment Goals and Improvement Plans

At DEHNCO, we view a respectful and safe workplace as a shared responsibility—one that requires more than compliance with policies. Creating an environment free from harassment and abuse involves everyday actions, consistent leadership, and a culture where people feel empowered to speak up and support one another.

To strengthen this culture and reduce the risk of misconduct, we are investing in proactive measures that go beyond basic awareness. These efforts include regular training, open communication, leadership accountability, and ongoing review of our practices and procedures.

Our improvement efforts are guided by the following focus areas:

1. Building awareness and skills across the organization through training, conversation, and access to resources that help employees recognize and prevent harmful behavior.
2. Encouraging leadership engagement, ensuring that managers and supervisors are equipped to model respectful behavior, recognize early warning signs, and respond effectively.
3. Integrating respect into everyday work, including onboarding, team interactions, and performance conversations, so that values of inclusion and safety are part of how we operate—not just what we say.
4. Listening and adapting by using feedback, employee input, and incident trends to refine how we prevent, detect, and respond to harassment or abuse.

We are committed to reviewing our progress annually and refining our approach to ensure it remains relevant, effective, and aligned with the needs of our people and the standards we hold ourselves to.

- **Discrimination/Harassment and Abuse**

- **Quantitative Goal:**

- Maintain zero confirmed cases of workplace or sexual harassment or abuse throughout 2026, using 2024 as the baseline year.
 - Implement preventive measures (campaigns, training, protocols) across 100% of operational units by 2026.

- **Qualitative Goals:**

- Promote a Culture of Respect and Accountability: Foster a workplace where respectful communication, inclusivity, and positive behavior are expected and reinforced at all levels.
 - Increase Awareness and Understanding: Encourage open conversations and build awareness of what constitutes harassment or abuse—including subtle or normalized behaviors—through ongoing education and leadership engagement.
 - Encourage Proactive Leadership: Ensure that managers and supervisors model appropriate behavior, intervene early when issues arise, and actively support a culture of zero tolerance.

6. Definitions

To support clarity and consistent understanding of this policy, the following terms are defined:

Physical Abuse

Constitute any physical contact with the intent to injure or intimidate (including the throwing of objects) and disciplinary measures that cause physical discomfort.

Sexual Harassment

Requests for sexual favors, unwelcome sexual advances, and any other verbal or physical sexual conduct when:

- (a) As a term or a condition of an individual's employment, it is required submission to such conduct either explicitly or implicitly

(b) an employment decision is based on an individual's submission or rejection of such conduct

c) Such conduct is intended to disrupt the worker's job performance unreasonably by creating a hostile or sexually offensive environment.

Offensive sexual comments, jokes, innuendoes, and other sexually oriented statements.

Display of pornographic materials or sexually explicit images.

The following shall not be construed as Sexual Harassment:

- Interaction based on mutual consent.
- Occasional compliments are socially and culturally acceptable and appropriate unless they make an individual uncomfortable.

Verbal Harassment:

Chronic use of implied or direct threats.

Psychological Harassment

Humiliating or intimidating verbal or non-verbal behavior, including the throwing of objects.

7. Abuse and Harassment Policy

Abuse and Harassment Principle

DEHNCO is committed to treating every employee with dignity and respect. The company strictly prohibits any form of corporal punishment, threats, coercion, or harassment—whether physical, verbal, visual, psychological, or sexual. This applies to all individuals interacting with DEHNCO, including employees, supervisors, clients, and third parties. DEHNCO also enforces a non-retaliation policy, ensuring employees can raise concerns without fear of adverse consequences.

General Compliance

DEHNCO complies with all applicable laws, procedures, and regulations relating to violence, harassment, abuse, and workplace discipline. Harassment or abuse of any kind is not tolerated, and the company is committed to protecting all workers, including those affected by domestic violence.

Supervisors and managers are expected to uphold fair and consistent disciplinary practices rooted in respect and progressive discipline—not punishment or humiliation.

Prohibited Disciplinary Practices

- Monetary Penalties: DEHNCO does not permit fines or wage deductions as a form of discipline.
- Withholding Essentials: Employees must never be denied access to food, water, medical care, restrooms, or other necessities as a form of control.
- Physical Abuse: Any threat or act of physical violence is strictly prohibited.
- Psychological Abuse: Intimidation, humiliation, or aggressive behavior—such as yelling, throwing objects, or degrading speech—is not tolerated.

- **Freedom of Movement:** Employees must have unrestricted access to essential facilities and services, and their movement must not be limited as a form of discipline.

Eliminating Workplace Violence, Harassment, and Abuse

DEHNCO is committed to maintaining a workplace free from any form of violence, harassment, or abuse. To fulfill this commitment, the company will:

- Evaluate workplace conditions and organizational practices that may contribute to harassment risks.
- Implement practical procedures to prevent and respond to violence and harassment.
- Investigate all allegations promptly and ensure protection for victims, complainants, and witnesses.
- Prevent any behavior—by employees or third parties—that may lead to gender-, race-, or status-based harassment or abuse.

Sexual Harassment

All employees, especially those in supervisory roles, must refrain from any form of sexual harassment, including:

- Inappropriate jokes, gestures, or comments about a person's appearance or personal life.
- Unwelcome advances, physical contact, or sexually suggestive behavior.
- Making employment decisions based on submission to sexual conduct.
- Retaliating against individuals for rejecting sexual advances.
- Creating a hostile environment through suggestive images, offensive materials, or condescending conduct with sexual implications.

DEHNCO strictly prohibits exchanging workplace benefits (such as promotions or favorable assignments) for sexual favors and penalizes any form of sexual coercion or intimidation.

Disciplinary Measures for Violators

Any manager, supervisor, or employee found to have engaged in harassment or abuse will face disciplinary measures. These may include mandatory counseling, written warnings, demotion, suspension, or termination, depending on the severity of the offense. Public shaming or humiliating practices are never permitted.

Training and Communication

- **Staff Training:** All employees will receive training on harassment and abuse prevention, including compliance with legal standards and respectful conduct.
- **Complaint Handling:** Individuals responsible for managing complaints will receive additional instruction on fair and confidential response procedures.
- **Ongoing Reinforcement:** Policies will be communicated during onboarding and regularly reinforced through refresher trainings and internal communications.

Documentation

DEHNCO will maintain clear documentation of:

- Disciplinary actions taken in response to harassment or abuse
- Completion of staff training and complaint resolution process

8. Abuse and Harassment Procedures

DEHNCO is committed to ensuring that all reports of abuse or harassment are taken seriously and handled with care, confidentiality, and fairness. These procedures outline the steps employees can take to report incidents, as well as the actions the company will follow to investigate, respond, and resolve such matters. Our goal is to provide a clear, safe, and supportive process that protects individuals, prevents retaliation, and reinforces our zero-tolerance policy toward any form of abuse or harassment in the workplace.

8.1 Abuse and Harassment Risk Assessment

DEHNCO understands that abuse and harassment can occur in any workplace and often stem from subtle or systemic issues. Common risks include unclear expectations around behavior, unequal power dynamics, failure to address early warning signs, lack of trust in reporting processes, and informal or remote work settings where oversight may be limited. Identifying and addressing these risks helps us take preventive action and maintain a safe, respectful environment for everyone.

8.2 Abuse and Harassment Impacts

Abuse and harassment can cause serious harm to individuals and the workplace. They impact employee well-being, lower morale, and damage trust within teams. If unaddressed, they may lead to emotional distress, reduced performance, and legal or reputational risks for the company.

At DEHNCO we are committed to preventing these impacts by addressing concerns early, promoting accountability, and maintaining a culture where all employees feel safe, respected, and supported.

9. Remediation for Harassment and abuse cases

DEHNCO is committed to addressing harassment and abuse cases with urgency, fairness, and care. The following steps outline our remediation approach:

- **Immediate Response and Investigation:** A confidential, impartial investigation is launched as soon as a complaint is received. External experts may be consulted to ensure objectivity.
- **Protective Measures for Complainants:** Temporary adjustments (such as schedule changes or supervisor reassignments) may be put in place to safeguard the complainant during the investigation.
- **Appropriate Disciplinary Actions:** Based on the investigation's outcome, appropriate consequences will be applied, ranging from counseling and warnings to termination.
- **Support for Affected Individuals:** Access to counseling, health support, or restorative workplace measures (such as reinstating missed opportunities) will be made available.

- **Non-Retaliation Assurance:** Retaliation against anyone who raises or participates in a complaint is strictly prohibited and may result in disciplinary action.

10. Document Reviews and updates

DEHNCO will review and revise this policy annually to ensure its effectiveness and relevance.