

Heat Pump Association Discrimination Policy

Purpose

The Heat Pump Association (HPA) is committed to providing a work environment free from discrimination, harassment, and retaliation. This policy outlines our commitment to ensuring that all employees, members, and stakeholders are treated with dignity and respect.

Scope

This policy applies to all employees, contractors, volunteers, members, and stakeholders of the HPA. It covers all aspects of employment, including recruitment, selection, training, promotion, and termination, as well as interactions with clients and the public.

Policy Statement

The HPA prohibits discrimination based on race, colour, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 or older), genetic information, marital status, or any other characteristic protected by law. Discrimination in any form will not be tolerated.

Definitions

- **Discrimination:** Any negative action or attitude directed toward someone because of their protected characteristics.
- **Harassment:** Unwelcome conduct based on a protected characteristic that creates a hostile work environment.
- **Retaliation:** Adverse actions taken against an individual for reporting discrimination or participating in an investigation.

Examples of Prohibited Conduct

- Making derogatory comments about someone's race or gender.
- Excluding individuals from opportunities based on their religion or disability.
- Retaliating against someone for filing a discrimination complaint.

Reporting and Investigation

Employees and members are encouraged to report any incidents of discrimination, harassment, or retaliation to their supervisor or the designated HR representative. The HPA will promptly investigate all complaints and take appropriate corrective action referring to its Complaints Policy and procedures noted within.

Confidentiality

The HPA will protect the confidentiality of individuals involved in discrimination complaints to the greatest extent possible. Information will only be shared on a need-to-know basis.

Responsibilities

- **Employees and Members:** Treat everyone with respect and report any discriminatory behaviour.
- **Managers and Supervisors:** Model appropriate behaviour, educate staff about this policy, and address any issues promptly.

Consequences

Violations of this policy may result in disciplinary action, up to and including termination of employment or membership.

Review and Updates

This policy will be reviewed regularly and updated as necessary to ensure compliance with legal requirements and best practices.