

KP The Garden Landscaper INC. - Human Rights and Anti-Discrimination Policy Effective Date: 2022-07-05 Policy Owner: Kahmal Paris, Owner

1. Policy Statement KP The Garden Landscaper INC. is committed to providing a safe, respectful, and inclusive work environment free from discrimination and harassment. We believe that every individual has the right to equal treatment and opportunity in employment, without discrimination based on protected grounds as defined by the Ontario Human Rights Code. This policy applies to all aspects of employment, including recruitment, hiring, promotions, training, compensation, transfers, layoffs, and termination. It applies to all employees (full-time, part-time, temporary, contract), job applicants, clients, and third parties interacting with KP The Garden Landscaper INC.

2. Prohibited Grounds of Discrimination and Harassment KP The Garden Landscaper INC. prohibits discrimination and harassment based on the following protected grounds under the Ontario Human Rights Code: * Race * Ancestry * Place of Origin * Colour * Ethnic Origin * Citizenship * Disability (including physical, mental, and learning disabilities, and perceived disabilities like psoriasis) * Creed (Religion) * Sex (including pregnancy, gender identity, and gender expression) * Sexual Orientation * Family Status (e.g., parent-child relationship, elder care responsibilities) * Marital Status * Age * Record of Offences (for pardoned provincial offences or crimes)

3. Definitions * Discrimination: Treating someone unfairly or less favourably because of a protected ground. This can be direct (e.g., refusing to hire someone due to their age) or indirect (e.g., a policy that appears neutral but disproportionately affects a protected group). * Harassment: A course of vexatious comment or conduct against a person that is known or ought reasonably to be known to be unwelcome. This includes comments, conduct, or displays that are insulting, intimidating, humiliating, malicious, or offensive. * Workplace Harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. * Workplace Sexual Harassment: Defined similarly to workplace harassment but specifically concerning sexual solicitation or advances, or vexatious comments/conduct of a sexual nature. * Duty to Accommodate: The legal obligation to adjust rules, policies, practices, and environments to allow individuals to participate equally in employment, unless doing so would cause "undue hardship" to the company. This applies to needs related to protected grounds (e.g., disability, creed, family status).

4. Responsibilities * Owner (Kahmal Paris): Is responsible for implementing, communicating, and enforcing this policy; ensuring a workplace free from discrimination and harassment; and taking appropriate action when issues arise. * All Employees: Are responsible for understanding and adhering to this policy; treating all colleagues, clients, and third parties with respect; and refraining from discriminatory or harassing behaviour. Employees are encouraged to report any incidents of discrimination or harassment they experience or witness.

5. Duty to Accommodate KP The Garden Landscaper INC. will make reasonable efforts to accommodate the needs of employees and job applicants related to protected grounds (e.g., disability, religious beliefs, family status) to the point of undue hardship. Employees requiring accommodation should discuss their needs with Kahmal Paris. All information related to accommodations will be kept confidential.

6. Reporting and Investigation Procedure * Reporting: Any employee who believes they have experienced or witnessed discrimination or harassment should report the incident promptly to Kahmal Paris. If the complaint involves Kahmal Paris, the employee should seek external advice (e.g., from a legal professional or the Ontario Human Rights Commission). * Confidentiality: All complaints will be treated with seriousness and confidentiality, to the extent possible, while still allowing for a thorough investigation. * Investigation: All complaints will be investigated promptly, impartially, and thoroughly. Both the complainant and the respondent will have an opportunity to provide their perspective. * Resolution: Appropriate corrective action, up to and

including termination of employment, will be taken against anyone found to have violated this policy. 7. No Reprisals KP The Garden Landscaper INC. will not tolerate any form of reprisal or retaliation against individuals who make a complaint, participate in an investigation, or exercise their rights under this policy or the Ontario Human Rights Code. 8. Review This policy will be reviewed periodically, or as required, to ensure its effectiveness and compliance with applicable legislation. Next Steps for you, Kahmal: * Review and Customize: Read through this policy carefully. Adjust any wording or add specific examples that are relevant to KP The Garden Landscaper INC. * Seek Legal Counsel: It is highly recommended that you have a lawyer specializing in employment law review this policy. They can ensure it fully complies with the latest Ontario legislation and advise on specific nuances for your business. * Communicate the Policy: Once finalized, distribute this policy to all employees. * Training: Consider providing brief training to your employees on what discrimination and harassment are, how to prevent them, and how to report incidents. * Implement: Ensure that you consistently apply this policy in all your business operations.