

Non-Retaliation Policy

Purpose / Intent

The purpose of this policy is to empower all employees of the AMS to feel safe in their ability to approach a direct supervisor or the Human Resources Department about a concern without a fear of retaliation against them.

Terminology

The term “retaliation” refers to any adverse action that could discourage an individual from exercising their legal rights to voice a concern

Scope

This policy applies to all AMS waged and salaried employee positions, held by students of Queen’s University.

Policy

1. Guidelines

The Alma Mater Society (AMS) will not tolerate any retaliation or threats of retaliation against any employee who exercises their right to voice a concern to their supervisor or the Human Resources Department, whether or not the retaliation or threat of retaliation violates any law. Retaliation includes, but is not limited to,

- i. Making or supporting a charge or complaint of discrimination;
- ii. Participating or assisting in a discrimination proceeding or investigation;
- iii. Opposing discrimination or harassment; or reporting other types of illegal conduct or unacceptable behaviour through the Company’s Open Door Process;
- iv. Terminating employment;
- v. Denying promotion;
- vi. Demoting;
- vii. Involuntarily transferring;
- viii. Disciplining;
- ix. Submitting a negative performance evaluation or negative pay decision; and/or
- x. Making materially adverse changes in work hours or job duties

Monitoring

Monitoring for compliance with this policy will be carried out by...

Responsibility and/or contact person	Direct Supervisor and/or HR Office
Approved by	Board of Directors
Date initially approved	November 24, 2022
Date last revised	November 24, 2022
Date of next review	Every two years, or when significant change dictates a need for revision.
Related policies, procedures, and guidelines	Open Door Policy
Policies superseded by this policy	N/A