

# 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 employees

## 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...

<b>Responsibility and/or contact person</b>	Direct Supervisor and/or HR Office
<b>Approved by</b>	Board of Directors
<b>Date initially approved</b>	November 24, 2022
<b>Date last revised</b>	April 12, 2026
<b>Date of next review</b>	Every two years, or when significant change dictates a need for revision.
<b>Related policies, procedures, and guidelines</b>	Open Door Policy
<b>Policies superseded by this policy</b>	N/A