



BULLYING

IPIC is committed to maintaining a work environment that is free from any form of bullying, whether verbal, physical or otherwise, conducted by one or more persons against another or others, in the workplace. IPIC strictly prohibits bullying in the workplace by any person(s) including, but not limited to Team Members, visitors, guests, vendors and contractors. Team Members found in violation of this policy will be disciplined, up to and including termination of employment.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when determining appropriate discipline.

IPIC considers the following types of behavior examples of bullying:

- **Verbal bullying:** Ridiculing or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Any allegation of bullying will be promptly and thoroughly investigated, and confidentiality will be maintained for all parties concerned, to the extent possible. Where allegations are substantiated, Human Resources will recommend appropriate action to ensure that the bullying does not continue.