

TENDER CARE MEDICAL SERVICES

POLICY & PROCEDURES

Title: Anti- Retaliation

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Originating Department: Human Resources

Approved By:



POLICY:

At Tender Care PPEC, we are committed to a respectable and equitable workplace. The organization strives to create a supportive environment where employees feel safe to report concerns without fear of retaliation. Management within the organization are expected to lead by example, ensuring their actions align with the principles of integrity and fairness outlined in this policy.

Management is expected to actively prevent and promptly address any rumored or known instances of retaliation within their teams and report these instances to Corporate Human Resources as further outlined below:

All Unlawful Retaliation Prohibited

TCMS strictly prohibits and does not tolerate retaliation. All forms of unlawful retaliation are prohibited, including any form of discipline or reprisal for participating in any activity protected by law.

A Non-Exhaustive and Illustrative List of Examples of Protected Activities Include:

Lodging a good faith internal complaint with Human Resources specifically opposing unlawful discrimination or harassment or complaining about a violation of wage and hour law.

Participating in a TCMS internal investigation into allegations of discrimination or harassment.

Supporting another employee's internal or administrative complaint of unlawful discrimination (by, for example, testifying in support of an employee who has filed a discrimination complaint).

Requesting an accommodation under the Americans with Disabilities Act or the Pregnant Workers Fairness Act or requesting or taking leave under the Family and Medical Leave Act.

Filing a worker's compensation claim.

Complaint Procedure:

If you are subjected to any conduct that you believe violates this policy, you must promptly speak to, write, or otherwise contact Corporate Human Resources within ten (10) days of the offending conduct. If the conduct involves a Manager/Supervisor you ordinarily report the conduct to, then you may contact the next level above that Manager/Supervisor or Corporate Human Resources.

If you have not received a response within five (5) days after reporting any incident perceived to be retaliatory, please immediately contact the Chief Executive Officer. The CEO will ensure that a timely investigation is conducted.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. TCMS will thoroughly investigate the facts and circumstances of all complaints and will take prompt corrective action as appropriate.