

1. AUDIO VISUAL SERVICES

- 1.1 The Authority's preferred supplier of audio-visual equipment and lighting and its exclusive supplier of fixed show lighting is Encore Global (Canada) ULC. Encore Global (Canada) ULC requires a minimum of 14 days' notice for all requirements. All arrangements to be made through conference sales at 403.261.8577.
- 1.2 Meeting room sound systems have limited capabilities. Please consult Encore Global (Canada) ULC should you require additional sound. The Authority reserves the right to determine maximum sound levels and minimum lighting levels used in the Space.
- 1.3 Storage of equipment, cases, or other materials is not permitted in any service corridor, fire exit or fire exit lane within the Calgary TELUS Convention Centre. All cases and other items for storage must be kept in the Space or removed from the Calgary TELUS Convention Centre.
- 1.4 Cable(s) hanging from the ceiling may not obstruct, cross, or block any entrance or exit. All cabling must go over the top of doorways (where applicable). Genie Lifts and ladders are the only approved methods to run cables over doorways. Suppliers providing services need to bring adequate cabling to meet these requirements.
- 1.5 All services to be provided by outside suppliers must be coordinated through the Authority and Encore Global (Canada) ULC.

2. SHOW SERVICES

- 2.1 Global Convention Services Ltd. is the Authority's in-house supplier of show services and is one of the exclusive material handlers at the Calgary TELUS Convention Centre.
- 2.2 All electrical, internet, compressed air, and water for trade shows are coordinated through Global Convention Services.

3. CONCERTS AND SPECIAL EVENTS

- 3.1 For concerts and special events, increased security measures will be required.
- 3.2 No sharp object or any other thing that could potentially pose a risk to the health and safety of Client Guests and Authority personnel, including ceremonial, symbolic or religious objects, will be permitted in the Space during the Event, unless they are considered to be safe by Authority personnel and meet one of the following criteria:
 - (a) The object or thing is under 2 inches, including the sheath;
 - (b) The object or thing is not sheathed, but is under 2 inches and is worn as a necklace or is attached to clothing; or
 - (c) The object or thing is permanently adhered to a sheath such that it is not possible for any sharp edge or surface to be exposed.
- 3.3 Cannabis Events: Clients wishing to host a cannabis event or have cannabis sold at their event must have approval from the Authority to host this type of event. Clients and Client Guests must abide by all federal, provincial and Alberta Health Services regulations. Please refer to the Calgary TELUS Convention Centre Guidelines for Events/Exhibitors for general information.
- 3.4 Specific security requirements will be discussed prior to each Event, and the Client must notify the Authority of any concerns relating to the security in advance of the Event.
- 3.5 It is the Client's responsibility to advise Client Guests of the Building Regulations, and the Authority may take such measures as it deems appropriate to enforce the Building Regulations. Failure to comply with the Building Regulations shall entitle the Authority to cancel the Event without the Authority incurring any liability whatsoever for such cancellation, whether arising from contract, tort, or any other theory of law.

4. GUEST SERVICES

- 4.1 Guest Services is the main contact/dispatch centre when onsite for any event for building-related requests. The Guest Services desk is located on the main concourse of the North Building and can be reached by dialing 3333 from any house phone or by our text-to-service program (Whistle). Your Event Manager will provide you with the Text-to-service Number.

5. EXCLUSIVE SERVICES

- 5.1 Catering - The Calgary Marriott Downtown Hotel is the exclusive caterer at the Calgary TELUS Convention Centre. For menu selections, please contact the Event Manager or Catering Manager.
- 5.2 Coat Check – The Authority provides exclusive cash, cashless and host coat check services. Arrangements for this service can be made through your Event or Catering Manager. Portable coat racks are available at an additional charge.
- 5.3 Material Handling – The Authority and Global Convention Services Ltd. are exclusive material handlers.
- 5.4 Telecommunication – The Authority is the exclusive provider of all telecommunications services, including installation, networking of telephones, data, ISDN, fibre optic and satellite connections. Arrangements for these services can be made through the Event Manager or Catering Manager. Please consult the applicable telecommunications and internet order form for current rates and procedures. All arrangements must be made at least 30 days prior to the event's move-in date; however, some services will take up to 45 days to arrange. Service orders received less than 30 days before the Event Move-in Date are subject to availability and are charged at the walk-in rate.
- 5.5 Electrical – The Authority is the exclusive supplier of electrical services within the Calgary TELUS Convention Centre. Please consult the applicable electrical order form for current rates and procedures. All electrical requirements must be made at least 14 days prior to the Event Move-in Date. Electrical orders received less than 14 days of the Event Move-in Date will be charged the walk-in rate. Electrical services provided to Client Guests will be charged to the Client unless other arrangements are made, in writing, with the Authority. Where the Client plans to arrange for direct billing of Client Guests, such arrangements should be made at least 90 days prior to the Event Move-in Date.
- Unauthorized electrical disconnection is a serious health and safety infraction. Live cables or wires left unattended compromise the safety of the Calgary TELUS Convention Centre staff and supplier staff. Unauthorized electrical disconnection will result in an administrative charge of \$500.00 or investigation from Workplace Health and Safety, or both.
- 5.6 Security - The Authority will provide all security services. The Authority will arrange for an adequate number of security guards at the Event, at the Client's expense. Please direct all requirements for security to the Event Manager or Catering Manager at least 14 days prior to the Event Move-in Date. To ensure the safety of rental equipment, rooms must be secured when not in use. The Authority's security staff is available at all times to open and secure your room by phoning extension 3333 from a house phone.
- 5.7 Utility Services - The Authority has compressed air and cold-water hook-ups available in exhibition halls only.
- 5.8 Rigging and Banner Hanging – ENCORE GLOBAL (CANADA) ULC is the exclusive supplier of rigging services – See Article 11, RIGGING.
- 5.9 Tradeshow Electrical, Internet, Compressed Air, Water, Drainage - The Authority is the exclusive service provider for all electrical, internet, compressed air, water, and drainage in a tradeshow; these services will be coordinated through Global Convention Services.

6. EMERGENCY, HEALTH & SAFETY REGULATIONS

- 6.1 Prime Contractor - The Occupational Health and Safety Act of Alberta requires that a “prime contractor” be designated for safety at a work site if two or more employers are working at the site at the same time. The role of Prime Contractor for Safety is assigned to the Calgary TELUS Convention Centre unless another party is designated by agreement.
- 6.2 Occupational Health and Safety - Everyone must comply with the Occupational Health and Safety Act of Alberta (regulations and safety codes) and Calgary TELUS Convention Centre requirements and policies in place at the time of the Event. Written pre-job hazard assessments may be required for workers, contractors and service providers coming into the Calgary TELUS Convention Centre.
- 6.3 Age Requirements - Due to safety concerns when forklifts and vehicles are in operation, persons under the age of 16 are prohibited from being in the Space during move-in and move-out.
- 6.4 Pre-Job Hazard Assessments – The Occupational Health and Safety Act of Alberta defines an Employer’s legal responsibilities for hazard assessment, elimination, and control. Due to the significant hazards associated with types of work, a written pre-job hazard assessment may be required to be prepared by the Client, Client Guests or suppliers to the Client or Client Guests, as determined by the Authority. It is the responsibility of the applicable employer to complete pre-job hazard assessments for their workers. Pre-job hazard assessments may be required, but not limited to the following tasks or functions:
- (a) Assembly of booths over 8 feet in height.
 - (b) Movement of large exhibits, pieces of equipment or vehicles within the Calgary TELUS Convention Centre.
 - (c) Use of forklifts, scissor lifts or other vehicular machinery.
 - (d) Use of ladders.
 - (e) Assembly of staging.
 - (f) Use of tools (such as saws, hammers, etc.); and
 - (g) Rigging.
- 6.5 General Safety Obligations - Every person or legal entity entering the Calgary TELUS Convention Centre for the purpose of performing work must take reasonable care, cooperate with the Authority, comply with the Occupational Health and Safety Act of Alberta and the Authority’s policies to protect the health and safety of themselves and other workers, and they must:
- (a) Only perform work, handle chemicals, or operate equipment if trained and authorized to do so.
 - (b) not permit a worker who is not competent to perform work, or who may endanger themselves or others, to work without direct supervision of another worker who is competent to perform the work.
 - (c) Report all injuries, unsafe acts, and conditions, including “near miss” incidents, to the Calgary TELUS Convention Centre security immediately. Emergency contact number: 403.261.8573 or ext. 8573 (from a house phone).
 - (d) If qualified to do so, correct hazards immediately, then report any hazardous condition or incident to the Calgary TELUS Convention Centre security.
 - (e) not consume or possess alcohol, cannabis, or illegal drugs.
 - (f) not fight, engage in horseplay, or otherwise interfere with other workers or persons.
 - (g) not commit or engage in theft, vandalism or any other abuse or misuse of Calgary TELUS Convention Centre or any property therein.
 - (h) Wear appropriate personal protective equipment and proper fall protection equipment while working at elevated heights where a fall protection system is installed.
 - (i) carry out all work in a safe manner as per the job procedure or the completed pre-job hazard assessment,
 - (j) Use extreme caution and move away from areas where forklifts and vehicles are operating during move-in and move-out.
 - (k) not remove, damage, alter or destroy any safeguard, safety device, notice or warning signage used in the Calgary TELUS Convention Centre.

(l) Immediately report any equipment that:

- (i) is in a condition that will compromise the health or safety of workers using or transporting it;
- (ii) will not perform the function for which it is intended or was designed.
- (iii) is not strong enough for its purpose; or
- (iv) has an obvious defect.

- 6.6 Emergency Procedures - In the event of an emergency, all work shall cease until clear instructions are given to proceed. Listen to instructions via the public address system. The Calgary TELUS Convention Centre has fire alarm pull boxes located near all designated exits. Smoke detectors are also located throughout the Calgary TELUS Convention Centre's ventilation system.
- 6.7 Evacuation - If for any reason the Calgary TELUS Convention Centre, or any part of it, must be evacuated, instructions will be given via the Calgary TELUS Convention Centre's public address system.
- 6.8 First Aid - The Calgary TELUS Convention Centre has unattended first aid rooms located on the lower level of the South Building and the Plus 15 level of the North Building. First aid boxes are located in the service corridor of Exhibition Hall CDE. Contact Calgary TELUS Convention Centre Security at 403.261.8573 (or ext. 8573 on any house phone) in the event first aid is required.
- 6.9 COVID-19 Safety Regulations – The Authority has implemented guidelines to maintain a safe facility and work environment to help prevent the spread of COVID-19. The precautionary measures have been developed using advice and information obtained from governmental and regulatory sources. The information obtained is directed and/or indirectly affected by Alberta Health Services (AHS) and Alberta Business Relaunch Guidelines. These guidelines may change at very short notice; please discuss current protocols with your Event Manager.

7. HOUSEKEEPING

- 7.1 If extra cleaning is required over and above the normal cleaning activity, a cleaning fee will be charged to the Client upon completion of the Event.
- 7.2 Booth cleaning for trade and consumer shows can be arranged through your show services contractor. Arrangements should be made at least one month prior to the Event. All tape used to mark booth space or to hold down carpet must be removed at completion of the show, including residue from the tape. Exhibitors must put all garbage in plastic bags in the large waste containers provided by the Authority at the end of each set-up, move-in, or move-out day, as applicable.

8. FIRE REGULATIONS

These requirements have been prepared in conjunction with the Calgary Fire Department. For further clarification, please refer to the Calgary Fire Department's Indoor Special Event Requirements, posted on the City of Calgary website. [Calgary Fire Department - Special Event Requirements](#)

- 8.1 A minimum aisle width of 8 feet (2.5 metres) and 11.5 feet (3.5 metres) for main aisles at the front and rear must always be maintained for trade and consumer shows. No furniture, cruiser tables, etc., can be placed in these aisles.
- 8.2 Fire exits, hose cabinets, and pull stations are always to be in full view and kept clear.
- 8.3 Exhibitors must remain within the space assigned. It is the responsibility of the Client to ensure the exhibitor remains in their booth space.
- 8.4 Aisles must be kept clean and uncluttered at all times.

- 8.5 All materials used for draping or decorating, such as, but not limited to drapes, signs, acoustical material, dust covers, split bamboo, plastic cloth, canvas, cardboard, etc. shall be of a non-flammable material and conform to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or shall be treated and maintained in a flame retardant condition by means of a flame retardant solution to ensure that the material will pass the match flame test in NFPA 705, Field Flame Test for Textiles and Films.
- If hay/straw bales are brought in for decorative purposes, they must meet the Calgary Fire Department's guidelines for public events or displays. Full details of the requirements can be found here <https://www.calgary.ca/safety/fire-codes/hay-bales-display.html>. Additionally, the Authority requires the following when hay or straw bales are brought into or out of the facility: they must be covered to minimize the amount of material tracked through the facility, and protective sheets must be placed under the hay or straw bales to protect the floor or carpet. If an excess amount of hay/straw is left behind, a cleanup fee could be applied.
- In addition, the Client must have testing certificates and labels on all items available for inspection by the Calgary Fire Department or the Authority for any decorative material brought into the facility. The Calgary Fire Department or the Authority may choose to test any materials brought into the Calgary TELUS Convention Centre. Materials in violation shall be immediately removed from the building.
- 8.6 Packing materials (such as excelsior-shredded paper and the like) must be returned to empty cartons. Accumulation of these materials is prohibited in the booth area. A holding area for storage must be arranged through the Event Manager or Catering Manager.
- 8.7 No hazardous display of any nature will be permitted in any areas of the Calgary TELUS Convention Centre. This includes open flames, hot coals, candles, LPG (liquid propane gas lighters, charcoal grills, flammable gases, liquids or solids, LPG containers, toxic gases, liquids or solids, hazardous chemicals or any hazardous gas, liquid or solid of a similar nature.
- 8.8 No propane is allowed in the Calgary TELUS Convention Centre.
- 8.9 Pyrotechnics - All pyrotechnic displays, including fireworks and cold sparklers, require approval from the Authority and must have all necessary permits. To obtain the necessary permits, an application must be submitted to The City of Calgary, Fire Department. Pyrotechnic displays will not be permitted at the Calgary TELUS Convention Centre without proper approval from the City of Calgary, Fire Department. Additionally, the shooter must provide a valid Alberta license and insurance certificate to the Event Manager or Catering Manager at least 72 hours before the event.
- 8.10 Hazers - The Authority must pre-approve all hazers and smoke generators to be used during the Event. Arrangements can be made with the Event Manager or Catering Manager. The in-house fire alarm may have to be taken off-line for hazer or smoke generator use. There are limits on the amount of time that the fire alarm system may be offline, and security guard charges for fire watch and other labour charges will apply during the period that the in-house fire alarm system is offline.
- 8.11 Fuel Tanks - Fuel tanks will be kept at less than one-quarter (25%) of the tank capacity or 20L, whichever is less, for each vehicle. All fuel tank caps must be locked or properly sealed with approved type tape. i.e. masking tape or cloth tape. Vehicles, boats, RVs, trailers, buses, and similar exhibited products between 9.3m² and 27.9 m² of roof area, with a source of ignition, external power or vehicle batteries still connected, shall have a single station smoke alarm installed on each level of the vehicle and a 2A-10BC fire extinguisher. During non-show hours, a window in the vehicle must be left open to ensure the smoke alarm can be heard.
- 8.12 Food Warming or Samples - The Authority must approve all food warming (no cooking) or the supplying of food samples within the Calgary TELUS Convention Centre. All cooking equipment must be commercial grade, meet all fire and safety standards, and be subject to Calgary Fire Department and applicable health authority approvals. A food permit must be obtained from Alberta Health Services.

A fire extinguisher must be on hand where food is being warmed. Open flames are prohibited in the Calgary TELUS Convention Centre.

9. HELIUM

- 9.1 Helium-filled balloons are permitted in the building. Helium tank(s) must be stored at the loading dock. Helium and compressed air tanks, while in use or being transported to the Space, are to be secured on an appropriate cart, and the SDS (Safety Data Sheets) sheet must be with the tank. An hourly charge will be levied for the removal of balloons that have risen to the ceiling.
- 9.2 Safety Data Sheets (SDS) must be provided to the Authority for products brought into the Calgary TELUS Convention Centre.

10. RAMPS AND STAGING

- 10.1 Ramps and special staging can be supplied and installed at the Client's expense. Requirements to be discussed with the Event Manager or Catering Manager at least 14 days before the Event Move in Date. Labour charges will be outlined at that time.

11. RIGGING

- 11.1 Encore Global (Canada) ULC is the exclusive provider for all rigging services in the Calgary TELUS Convention Centre. Please see the Rigging, Lifting and Overhead Safety Regulation. Rigging Services is defined as the provision of assembly, installation and attachment of rigging equipment and related hardware to infrastructure that has been approved to accept rigging loads for the purpose of suspending and supporting event-related equipment and materials overhead, and the suspending and supporting of event-related equipment and materials from ground-supported truss structures. Encore Global Events (Canada) ULC is the sole authorized labour and equipment provider for the following types of Rigging Services

Hoisted Rigging Services – The connection of manual or electric chain hoists to Rigging Points in the ceiling that are permanently or temporarily affixed to engineered load-bearing structures. Equipment includes connective equipment and hardware, fixed and temporary Rigging Points, and hoists.

Static Loaded Rigging Services – The overhead suspension of truss and event technology via aerial lifts, including telescoping pneumatic or crank towers or other similar products for the purpose of static connection to engineered load-bearing structures. Equipment includes connective equipment and hardware, static loaded Rigging Points, Busports / Skyhooks, Airwall and Banner Tracks, associated hanger assemblies, and pneumatic lifts.

Ground Support Rigging Services – Any free-standing ground-supported truss structures that require multiple points of ground contact and horizontal members, such as "goal posts", "truss boxes", banners, string lights and cabling. Equipment includes any truss and hardware used to create the structure.

- 11.2 No materials of any kind may be hung from the ceiling or affixed to any walls, whether painted, wooden, vinyl or glass, by any method whatsoever without approval by the Authority and Encore Global (Canada) ULC. Charges apply for review and approval of the rigging plan.
- 11.3 The Authority requires the submission of rigging plans indicating rigging points, weights and distribution of loads to be submitted to Encore Global (Canada) ULC for their approval. Encore Global (Canada) ULC will review these plans based on the tested ratings of the rigging points. There is a fee for rigging plan approval and for the use of each rigging point. The Client is responsible for all rigging charges.

12. ROOM SET UP

- 12.1 Alterations, extra tables, chairs and early move-ins or late move-outs are subject to availability, and the Client may incur a charge depending on the request.

13. SIGNS AND POSTERS

- 13.1 No materials of any kind may be affixed to the ceilings or to any walls, whether painted, wooden, or vinyl by any method whatsoever without the Event Manager's or Catering Manager's prior approval. The Client is responsible for repair charges for all materials affixed to the ceilings or walls.

14. SEATING PLANS AND LAYOUTS

- 14.1 The Authority will prepare one complimentary set of floor plans for the Client's use and one revision of the set of floor plans. These plans are available from the Event Manager, Catering Manager or Global Convention Services Ltd. Additional floor plans are available for an additional charge.
- 14.2 All booth plans and layouts must be submitted to the Event Manager or Catering Manager for approval by the Calgary Fire Department before any booth space is sold to an exhibitor. Floor plans and layouts must be submitted to the Event Manager or Catering Manager no later than 6 months prior to the event move-in date for approval by the Calgary Fire Department.

15. SEATING PLANS AND LAYOUTS

- 15.1 Booth construction must conform to applicable building codes, including electrical, plumbing, etc.
- 15.2 All work carried out on booths must comply with Occupational Health and Safety legislation.
- 15.3 Fire exits, hose cabinets, and pull stations are to be in full view and always kept clear.
- 15.4 The Authority does not provide, loan, or rent tools or ladders for the set-up or dismantling of booths.

16. SHIPMENT & DELIVERIES

16.1 FOR ALL MEETINGS AND CONVENTIONS

- (a) Collect shipments will not be accepted.
- (b) Clients are responsible for all courier, customs, brokerage services, etc. for materials sent for their event.
- (c) All shipments must be prepaid and addressed as follows:
Meeting or Convention Name
Room Name and Event Date
c/o Calgary TELUS Convention Centre North Loading Dock
705 – 1 Street SE,
Calgary, Alberta T2G 2G9 CANADA
- (d) All shipments delivered to the Calgary TELUS Convention Centre loading docks are subject to a material handling charge from Global Convention Services Ltd.

16.2 FOR TRADESHOWS

- (a) Collect shipments will not be accepted.
- (b) Exhibitors are responsible for all courier, customs, brokerage services, etc. for their booth.
- (c) Exhibitors may be subject to a transportation fee for freight brought from a hotel or the parkade.
- (d) Shipments sent prior to the first move in date need to go to Global Convention Services Ltd. warehouse. Shipments sent to the Calgary TELUS Convention Centre prior to the Event Move in Date may be refused unless prior arrangements have been made with Global Convention Services Ltd. Address these shipments as follows:
Tradeshow Name and Show Date,
Exhibitor's Company Name,
Booth Number and Room Name
c/o Global Convention Services Ltd.
9168 – 52nd Street SE,
Calgary, AB T2C 5A9, Canada

- (e) Deliveries scheduled to arrive on the day of the first move in date should be addressed as follows:

Tradeshow Name and Show Date
Exhibitor's Company
Name Booth Number and Room Name
c/o Calgary TELUS Convention Centre, North Loading Dock
705 – 1 Street SE,
Calgary, Alberta T2G 2G9 Canada

- (f) Exhibitor materials, equipment, etc. left from a booth will be charged a storage fee. Payment must be received before items will be released. If the items are left more than 30 days, the items will be disposed of at the Authority's discretion.
- (g) The loading dock areas are for loading and unloading of materials only; vehicles left unattended will be towed at the owner's expense.

17. LOADING DOCK, LOAD RESTRICTIONS AND FREIGHT ELEVATORS

17.1 Hours:

- (a) North Loading Dock: Monday to Friday: 07:00 to 15:00; and
 (b) South Loading Dock: deliveries can only be made if pre-arranged.

17.2 Load Restrictions:

- (a) North Loading Dock: butterfly ramp: height 13'-6" x width 14'-10"; maximum 350 lbs/ft² on the dock and Exhibition Hall; and
 (b) South Loading Dock: elevator load: 9'-2" x 32'-9" x 13'-7"; maximum 30,000 lbs.

17.3 Freight Elevators:

- (a) When in use, it will be staffed and controlled by operators with Global Convention Services Ltd. or the Authority.

18. VEHICLES

- 18.1 If a GVW (gross vehicle weight) is not available, it will be necessary to obtain GVW from the nearest weigh scale.
- 18.2 Cars, trucks, and machinery for display must be washed and cleaned before being admitted to the building, and protective sheets of plastic must be placed underneath to prevent stains. Waxing of vehicle(s), including tires, is not permitted in the Calgary TELUS Convention Centre unless the vehicle or machinery is placed on plastic sheets and the floor is protected. If cleaning or removal of any residue from the floor is required, such charges are the responsibility of the Client.
- 18.3 Minimum gas levels apply (see Section 8.11).

19. AERIAL DRONES

- 19.1 Aerial Drones/Unmanned Aerial Vehicles (UAV) are defined as any "powered" remote-controlled, unmanned aircraft device under the operation of one or multiple persons. The Authority must review and approve requests to operate Aerial Drones/UAV within a Client's contracted space in the Calgary TELUS Convention Centre. The review process will be based on provisions requested by the Authority, and all safety parameters are met (Transport Canada and Canadian Aviation Regulations on safety parameters shall be applied during the review/approval process). Arrangements can be made through your Event Manager or Catering Manager.

20. ANIMALS

- 20.1 Animals or pets, except for service animals, are not permitted in the Calgary TELUS Convention Centre unless it is an approved event, exhibit, activity, or performance legitimately requiring the use of animals. The Authority must review and approve these requests. Such animals or pets that have been approved must be on a leash or in a secured and enclosed pen, and under control. The owner must take full responsibility for their animal or pet, including clean-up. Arrangements can be made through your Event Manager or Catering Manager.

21. OUTSIDE SUPPLIERS

- 21.1 All outside suppliers must comply with the Building Regulations and complete an outside supplier form and a pre-job hazard assessment. Also, when required by the Authority, provide proof of adequate insurance (as determined by the Authority) and be in good standing with the Alberta Workers' Compensation Board.

22. SMOKING

- 22.1 In accordance with City of Calgary Smoking by-law 23M2018 and 24M2018, all indoor spaces are non-smoking, including smoking, vaping tobacco, cannabis, and other substances.

23. LOST AND FOUND

- 23.1 All lost and found articles are catalogued and stored for 30 days, after which they are disposed of at the discretion of the Authority.

24. RESPECTFUL WORKPLACE POLICY

- 24.1 The Calgary TELUS Convention Centre is committed to providing a work environment that is safe, healthy, and free of discrimination. Any form of discrimination, harassment or violence is unacceptable and will not be tolerated.