

ZERO TOLERANCE POLICY

GTP Tax Services is committed to providing a **safe, secure, and respectful environment** for all clients and staff.

Words or actions that make others feel threatened or demeaned will not be tolerated and decisive action will be taken to protect clients and staff.

Inappropriate Actions/Inactions:

- Violence (physical attacks or threats of harm)
- Intimidation
- Throwing, damaging property or breaking things
- Unwelcomed physical contact
- Refusing to leave the property

Inappropriate Words (in person, by phone, or any means of communication):

- Abusive language and yelling
- Disrespectful or demeaning language/comments
- Remarks, jokes or innuendos that degrade, ridicule or offend
- Discriminatory remarks
- Threats or threatening behavior
- Bullying or Sexual harassment

Immediate action will be taken when the incidents described above occur. Individual(s) may be asked to leave the premises immediately; the police may be called and/or the individual(s) may face dismissal from our office.