

# VIOLENCE & HARASSMENT POLICY

\_\_\_\_\_ will provide a safe work environment, and every employee has the right to employment that is free of fear, violence, threats, bullying and all forms of harassment, including sexual harassment from co-Workers, Supervisors, Employers, customers and members of the public. Every Employee of \_\_\_\_\_ has the right to work in, and is responsible for, an environment where they are treated with civility, decency, dignity and respect. A positive work environment is built on mutual respect, inclusion, and a culture committed to Health and Safety.

**Workplace Violence** means,

- The exercise of physical force against a Worker, at work, that did or could cause physical injury,
- An attempt to exercise physical force against a Worker, at work, that could cause physical injury,
- A statement or behaviour that is reasonable for a Worker to interpret as a threat to exercise physical force against the Worker that could cause physical injury to the Worker.

**Workplace harassment** means,

- engaging in a course of vexatious comment or conduct against a Worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- workplace sexual harassment;

**Workplace sexual harassment** means,

- engaging in a course of vexatious comment or conduct against a Worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the Worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Harassment, sexual harassment, and violence are critical Health and Safety concerns and fall within our unwavering and focused commitment to the Internal Responsibility System and our Health and Safety program.

Each person is required to take initiative on Health and Safety issues and work towards solving problems and make improvements on an on-going basis. They do this both singly and co-operatively with others. This ongoing responsibility is a condition for continued employment.

It is also one of the personal responsibilities of management, leadership, and the owners of \_\_\_\_\_ to ensure that the entire system of direct responsibility for Health and Safety within the workplace is established, promoted and improved over time. All complaints and/or incidents will be investigated in a fair and timely manner. All complaints and/or incidents will be kept confidential unless it is deemed necessary to protect Workers.

\_\_\_\_\_ wants to protect all Employees from violence, threatening behaviour, bullying and all forms of harassment in the workplace. Violence, threats of violence, bullying, harassment, and sexual harassment by any Employee will be viewed as a fundamental breach of the employment contract and in some circumstances may be inconsistent with continuing employment.

\_\_\_\_\_ will not tolerate reprisals or retaliation towards any person for complying with this policy. This includes those who report witnessed conduct, those who cooperate in an investigation and those who report concerns to their Supervisor. Any such behaviour will be dealt with quite severely, up to and including termination of employment.

At \_\_\_\_\_, everyone has direct responsibility for Health and Safety as an essential part of his or her job. It does not matter who or where the person is in the organization, he or she is required to take initiative on Health and Safety issues and work to solve problems and make improvements on an on-going basis. Violence, threats of violence, verbally threatening conduct, bullying, harassment, and sexual harassment are all Health and Safety issues.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date