

Workplace Violence and Harassment Policy

This policy applies to all locations of Nova Staffing Inc. and to its subsidiaries.

It is our company's policy to enforce a zero tolerance regarding violence and harassment for all assignment employees and internal staff. In order to foster a positive culture for working which supports respect for the rights of other people and enables an inclusive environment where all individuals are treated with dignity and respect, free from bullying, harassment and discrimination as defined in the Occupational Health and Safety Act and Regulations (Section 32).

In accordance with the Ontario Human Rights Code, every person has a right to be free from harassment in the workplace by reason of race, ancestry, place of birth, colour, ethnic origin, citizenship, creed, age, record of offenses, marital status, family status, disability, sex, gender identity, gender expression or sexual orientation. Unacceptable behaviour under this policy includes but is not limited to; unwelcome physical contact, intimidating or threatening behaviour or language.

It is our company's policy to address any complaints about social media posts that are deemed negative and inappropriate towards a company, client site or any individual.

Nova Staffing Inc. recognizes workplace violence and harassment, which includes sexual harassment. Sexual harassment can be defined as a course of comment or conduct based on an individual's sex or gender that is known or ought reasonably to be known to be unwelcome.

At Nova Staffing Inc. all assignment employees and internal staff will be trained on how to recognize and report incidents of violence and harassment in the workplace. Assignment employees and internal staff will be educated on the value of a professional and respectful workplace.

The management (Owner, Director, Senior Management, Team Leads and Consultants) of Nova Staffing Inc. is committed and has the responsibility of:

- Ensuring that assignment employees and internal staff are trained in recognizing and responding to situations involving workplace violence and harassment.
- Identifying potential workplace violence and harassment incidents and areas for improvements.
- Implementing measures to reduce and control workplace violence and harassment incidents.
- Reporting, investigating and responding to any incidents regarding violence and harassment incidents.
- Providing written investigation results and preventive measures to parties involved.

Assignment employees and internal staff are responsible for:

- Following procedures to protect themselves from violence and harassment in the workplace.
- Participating in workplace violence and harassment prevention.
- Reporting all incidents of violence and harassment in the workplace to management.

In all situations, priority is given to protecting our assignment employees and internal staff from any potential hazard associated with workplace violence and harassment.

It is in everyone's best interest to include health and safety, and violence and harassment prevention, as part of their daily activities as it is an integral part of this organization. We sincerely appreciate your co-operation in keeping Nova Staffing Inc. a safe place to work.

DocuSigned by:

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Director
Nova Staffing Inc.

3/4/2024

Date

June 30, 2023
Effective Date

June 30, 2024
Date of Next Revision