



ELLIS GLASS

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Ellis Glass and Mirror Ltd Workplace Violence and Harassment Prevention Policy

The management of Ellis Glass and Mirror Ltd is committed to providing a work environment in which all individuals are treated with respect and dignity. This policy defines behaviour that constitutes workplace violence and harassment, and explains procedures for reporting and resolving such incidents. Ellis Glass will not tolerate any type of violence or harassment within the workplace or during work-related activities. Ellis Glass is committed to allotting whatever time, attention, authority and resources necessary to ensure a safe and healthy working environment for all employees and clients to whom we provide care. Ellis Glass will take every reasonable precaution to protect an employee from physical injury if we become aware, or believe that domestic violence is a risk.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy and will be held accountable by the employer.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace—a comment or conduct that is known or ought reasonably to be known to be unwelcome.

Violence and harassment in the workplace can have devastating effects on employees' quality of life and organizational productivity. Workplace violence is:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.

- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker, or

- A statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to.



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This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Workers are encouraged to report any incidents of workplace harassment.

Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

Workers are to report all violence-related incidents or hazards to their manager or supervisor. This report can be made confidentially at the employee's request. However, sharing information to ensure the safety of others and prevent recurrence may be necessary (e.g. Contents of a police report). The reporting worker may make the report confidentially without leaving a copy in the log, indicating the need for confidentiality to his/her direct manager or supervisor (or in that person's absence, to another manager or supervisor). The manager or supervisor receiving the report investigates it and ensures that measures are taken to safeguard employees and curtail the violence or harassment. No report of workplace violence/harassment or risks of violence may be the basis of reprisal against the reporting employee. The employer reports all injuries to the MOL and WSIB as required by the Occupational Health and Safety Act and Workplace Safety and Insurance Act.

Using the incident investigation form, the manager or supervisor documents all reports of workplace violence/harassment, hazards and measures taken to address them. If the resolution of the incident is beyond the authority of a manager or supervisor, he/she must make the President or equivalent aware of the report. The President or equivalent involves other managers or supervisors in the investigation as appropriate (e.g. when the incident involves clients or employees under another manager's or supervisor's area of responsibility). Management reviews all incident reports, monitors trends and makes recommendations to the President or equivalent for prevention and enhancements to the workplace violence and harassment prevention program. These findings are shared with the Health and Safety Representative, which is consulted about any revision to the violence and harassment prevention and training program. The president or equivalent reviews reports of workplace violence/harassment and ensures that actions are taken. The managers or supervisors who investigate the reported incident warn all staff who might be affected about dangerous situations. They also tell the reporting employee about the outcome of the investigation to help minimize the chance of similar incidents. If a violent incident results in a critical injury to a worker, the Health and Safety Representative or worker designate investigates the incident or injury (Section 9(31) OHSA) and reports to the MOL and WSIB.



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Management will respond promptly, assess the situation and ensure that these interventions are followed:

- Facilitation of medical attention
- Debriefing (by skilled professional)
- Referrals to community agencies, treating practitioner and employee assistance program
- Completion of incident reports, WSIB reports, reports of MOL (critical injury or fatality)
- Reporting to police (as required)
- Team Debriefing

The effectiveness of the workplace violence and harassment prevention program is evaluated annually by management and reviewed by the Health and Safety Representative. Workers, managers and supervisors are accountable for establishing and implementing the policy and procedures related to workplace violence and harassment. Responsibility for complying with the health and safety policy is part of a manager's, supervisor's and worker's job description. Included in the Health and Safety components of job descriptions are management responsibilities for enforcing policy and procedures, investigating and responding to workplace violence and harassment.

All records of reports and investigations of workplace violence and harassment are kept for five years. This workplace and harassment prevention policy and program will be reviewed annually.

Signed,

A handwritten signature in black ink, appearing to read 'Mike Koopman', is placed over a light grey rectangular background.

Mike Koopman, President

Date: January 2, 2026