

Workplace Violence, Bullying & Harassment, and Sexual Harassment Policy Statement

The management team of _____ is committed to the prevention and elimination of workplace violence, bullying & harassment, and sexual harassment and is ultimately responsible for an employee's health and safety. _____ will take all reasonable steps and precautions to ensure the protection of our employees from workplace violence, bullying & harassment, and sexual harassment from all sources and will comply with the Occupational Health & Safety Act and provincial legislation.

There is a workplace reporting process that implements this policy. It includes measures and procedures to protect employees from workplace violence, bullying & harassment, and sexual harassment, a means of summoning immediate assistance, and a process for employees to report incidents or raise concerns. _____ as the employer will ensure this policy and the supporting processes are implemented and maintained and that all employees and supervisors have the appropriate information and instruction to protect them from such conduct and behaviour.

For the purposes of this policy "workplace violence" means; the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; and/or an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and/or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. ("violence au travail")

For the purposes of this policy "workplace harassment" means engaging in a course of vexatious comment or conduct against an employee in a workplace that is known or ought to be reasonably known to be unwelcome.

For the purposes of this policy "workplace sexual harassment" 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.

Such acts and behaviour in the workplace will not be tolerated and is unacceptable from anyone. This policy applies to all levels of management, employees, sub-contractors, visitors, clients, suppliers, and the general public. Everyone is expected to uphold this policy and to work together to prevent workplace violence, bullying & harassment, and sexual harassment.

Managers and the Health and Safety Committee will adhere to this policy. Managers are responsible for ensuring that measures and procedures are followed by anyone with a supervisory role. Managers and employees are provided the information they need to protect themselves from any form of workplace violence, bullying & harassment, or sexual harassment.

Every manager, employee, sub-contractor, visitor, client, and supplier must work in compliance with this policy and are encouraged to raise any concerns about workplace violence, bullying & harassment and/or sexual harassment and to report any violent incidents or threats. Any management, employee, sub-contractors, visitors, clients, and suppliers who have a concern about workplace or violence, bullying & harassment, and/or sexual harassment whether directed toward them or any other person shall report the concern immediately to their direct manager/supervisor.

Management pledges to investigate and deal with all incidents and complaints of workplace violence, bullying & harassment, and/or sexual harassment in a fair and timely manner while respecting the privacy of all concerned parties as much as possible. All employees will be trained to recognize situations that are or can be construed as volatile. They will be trained on how to protect themselves and how to report all incidents.

As a Company our commitment to employee safety and its preventative measures holds the highest value and take great pride in honouring this commitment.

Sincerely,

Name

Signature

Date

Title