

## **WORKPLACE VIOLENCE & HARASSMENT POLICY**

The Company believes in the prevention of violence and harassment and promotes an abuse-free environment in which all people respect one another and work together to achieve common goals. Any act of violence or harassment committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated. No employee or any other individual affiliated with this organization shall subject any other person to violence or harassment.

We are committed to:

- 1) Providing risk assessment of workplace violence and educating workers on our workplace violence program through initial orientation of workers with a review of procedures annually.
- 2) Investigating reported incidents of violence and harassment in an objective and timely manner.
- 3) Taking necessary action.
- 4) Providing appropriate support for victims.

### **Definition of harassment**

For the purposes of the OHS Code, violence means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury. Workplace violence and harassment is a hazard and will be subject to assessment, elimination and control.

Examples of harassment which will not be tolerated in The Company are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts about any employee's appearance, religious beliefs, color, place of origin, mental or physical disabilities, ancestry, marital status, family status, source of income or gender. The Company also will not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit.

### **Responsibility of management**

It is the responsibility management to take immediate and appropriate action to report or deal with incidents of harassment of any type whether brought to their attention or personally observed. Although The Company does not provide formal training on workplace violence all instances of harassment or violence to management immediately. Under no circumstances will a legitimate complaint be dismissed or downplayed nor will the complainant be told to deal with it personally. Workers are advised to consult a health professional if exposed to workplace violence. The Company seeks to provide a safe, healthy and rewarding work environment for its employees. **Harassment will not be tolerated within this company!**

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

Workers who have been victims of violence need to be debriefed shortly after the incident. Workers need to understand that they are not to blame for aggressive behaviours directed at them and that being the victim of violence does not reflect on them.

Victims of incidents of workplace violence or other workers who may have been exposed to a violent incident require emotional support and reassurance. They need information about their rights and options.