

## VIOLENCE & HARASSMENT POLICY

\_\_\_\_\_ is committed to providing a work environment in which all individuals can expect to be treated with dignity, courtesy and respect. The Company recognizes its responsibility to provide a workplace free of discrimination, harassment and violence.

Disrespectful or violent behavior is unacceptable from anyone. This policy applies to all employees, contractors, service providers, visitors and clients. Everyone is expected to uphold this policy and work together to prevent workplace violence and harassment.

Workplace violence means:

- The exercise or attempted exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to a worker.
- A statement or behavior 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 that occurs outside of the workplace but which has an impact on the working environment, including work relationships, may also be considered workplace violence.

Harassment means:

- Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known, or ought reasonably to have known to be unwelcome.

There is a workplace violence and harassment program that implements this policy. The Company will ensure that this policy and supporting program are implemented and maintained and that all employees and supervisors have the appropriate information and instruction to protect them from violence and harassment in the workplace.

Supervisors will adhere to this policy and supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by employees and that employees have the information and instruction to protect themselves.

Every employee must work in compliance with this policy and the supporting program. All employees are encouraged to raise any concerns about workplace violence and harassment and to report any incidents and threats.

The Company will investigate and deal with all incidents and complaints of workplace violence and harassment in a timely and fair manner, respecting the privacy of all concerned as much as possible.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date