



<b>Section:</b>	Health and Safety Standards and Procedures	<b>Creation Date:</b>	March 17, 2016
		<b>Created By:</b>	Rita Bevan
<b>Sub-section:</b>	Workplace Violence, Harassment & Sexual Harassment Policy	<b>Revision Date:</b>	April 12, 2018
		<b>Revised By:</b>	Jessica Melanson

### **Workplace Violence, Harassment & Sexual Harassment Policy**

We, The Agency management are committed to the prevention of workplace violence and harassment, including sexual harassment, and are ultimately responsible for worker health and safety.

Our commitment is to provide a work environment in which all individuals are treated with respect and dignity. We will take whatever steps are necessary and reasonable to protect our workers from workplace violence and harassment.

Violent behavior or harassment in the workplace is unacceptable and will never be tolerated. This policy applies to all employees, visitors, clients, delivery persons and contractors.

Violent and harassing behavior can include; verbal threats, unwelcomed remarks, unnecessary physical contact, the use of physical force, attempting to use physical force, or wielding a weapon at work.

All employees (managers, supervisors and workers), are required to uphold this policy, and will be held accountable by The Agency.

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

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

The Agency has in place measures and procedures to protect our employees from workplace violence and harassment. It includes summoning immediate assistance and a process for workers to report incidents, or raise concerns about any potential hazard including inappropriate behaviors.

The Agency, as the employer, will ensure this policy and the supporting program are implemented and maintained, and that all workers 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 the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers, and that workers have the information they need to protect themselves.



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Every worker must work in compliance with this policy and the supporting programs.

All workers are encouraged to raise any concerns about workplace violence or harassment, incidents or threat. Management pledges to investigate and deal with all incidents and complaints of workplace violence and harassment in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Signed: \_\_\_\_\_ President      Date: \_\_\_\_\_