

Violence and Harassment Policy

Victory Drywall is committed to providing a workplace free from violence and harassment in which all persons are treated with respect.

Any report of violence or harassment is treated seriously and will be investigated in a timely manner, and with discretion. This may include outside services such as the police.

Domestic violence shall be included in this policy as per regulation. This includes but is not limited to sexual assault, physical assault, harassment, or stalking.

All workers are encouraged to report any concerns of domestic violence to the supervisor. Confidentiality of any information is paramount.

Information regarding the resources available for victims of domestic violence will be posted at the workplace.

This policy includes all company functions, work, social events, charitable events, training etc.

In all cases of perceived harassment or violence, common sense must prevail. A person may not realize their comments are offensive or threatening. Communication is the first approach to the issue. Inform the person that their conduct is unacceptable.

If the worker is uncomfortable in communicating directly with the offending party, the supervisor will address the situation. If the offending party is the supervisor, the next highest management shall intervene.

All cases of violence or harassment shall be documented as well as steps taken.

Procedures

1. Imminent or immediate Danger, or Life Threatening Situation

Depending on the situation, 911 might be the best approach. Remove yourself from the situation to a safe location such as the site trailer or a vehicle as the doors can be locked until help arrives.

2. Ongoing or Repetitive Harassment

Any person subject to ongoing or repetitive harassment must submit a written complaint outlining the nature of the harassment, times and dates, as well as any witnesses. This must be submitted to the supervisor.

3. Single events or situations

Depending on the situation, notification of the supervisor may be adequate. In all circumstances, a response must take place and documented.

Responsibilities

Management;

- Comply with all sections of Bill 168.
- Treat everyone with dignity and respect.
- Take all complaints seriously.
- Respect their privacy of those involved.
- Intervene and report to the proper parties.


- Document all cases and their resolutions.
- Provide a safe area for the complainant until the issue is resolved.
- Not take any reprisals or disciplinary action to any worker that submits a claim in good faith. However a person who knowingly makes a false claim, shall be subject to the company discipline policy.
- Refer victims of violence or harassment to the appropriate resources such as WSIB.
- Maintain a high standard of conduct.
- Be aware of the signs of domestic abuse.

Supervisors;

- Treat all persons fairly, with respect and in confidence.
- Assist in ensuring a workplace free from violence and harassment.
- Treat all complaints seriously, and respond with appropriate measures.
- Notify authorities if required.
- Document all actions taken.
- Notify head office of events and steps taken.
- Take any steps necessary to protect the worker, without risking harm to yourself.
- At no time put yourself in harm's way.
- Ensure the response is timely and maintains the privacy of those involved.
- Ensure documents are readily available if required.

Workers;

- Assist in maintaining a workplace free of violence and harassment.
- Report any incidents of violence or harassment, even if you believe the situation is resolved.
- Clearly inform any person committing an act of harassment or threatening violence that it is not acceptable and to stop.
- If you are uncomfortable speaking directly to the person, a supervisor will do so.
- Preserve any evidence, such as recordings, document times and dates etc.
- Co-operate fully with persons conducting an investigation.
- Not knowingly make a false or misleading claim or comment.
- Advise management of any events that may lead to violence or harassment, so they may be resolved before becoming an issue.

Title: Violence and Harassment	Date of Issue: January 2016
Approved by: 	Review/Revise Date: January 2017