

## **OBJECTIVES AND PURPOSE**

The objective and purpose of our safety policy demonstrates our corporate commitment to providing a safe and healthy working environment for our employees; our commitment to sustained health and safety compliance; and our commitment to maintaining a workplace that is free of violence or harassment of any kind.

## **SCOPE & IMPLEMENTATION**

Our policies and programs apply to all managers, supervisors, and employees. Agents, subcontractors, or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

Our company has implemented procedures that are to be followed in the event an incident involving workplace violence or any harassment is reported or discovered. These procedures will ensure that the circumstances are promptly investigated and resolved in a timely manner. The purpose of this policy is to ensure that;

- Employees understand the definitions of Workplace Violence and Harassment,
- Employees understand the effects of Workplace Violence and Harassment,
- Employees understand their rights and responsibilities to report any act of Workplace Violence and/or Harassment,
- Employees understand the consequences of contravening this policy.

In addition, the company will be;

- Routinely assessing the workplace for actual and potential risks associated with Workplace Violence and/or Harassment,
- Where necessary, establish written measures and procedures designed to eliminate or reduce any specific risk of Workplace Violence and Harassment,
- Providing information to employees indicating measures and procedures for reporting and investigating incidents regarding Workplace Violence or Harassment,
- Providing professional assistance to employees who have been victimized by acts of Violence or Harassment in the Workplace,
- Providing a system for responding to acts of Violence or Harassment in the Workplace.

Workplace Violence or Harassment will not be tolerated in our workplace.