

WORKPLACE VIOLENCE & HARASSMENT POLICY

As President of The Bagg Group, I am committed to providing a work environment in which all individuals are treated with respect, fairness, and dignity and to the prevention of workplace violence and harassment.

Purpose

This policy outlines management's commitment to prevent workplace violence and harassment and familiarizes all workplace parties with the related terminology as well as their individual responsibilities and duties.

Scope

The Workplace Violence & Harassment Policy applies to all employees and associates of The Bagg Group.

Legislation

To establish this policy, TBG has consulted with the Joint Health and Safety Committee and the following legislation governing workplace violence and harassment in Ontario: *The Occupational Health and Safety Act*; *The Criminal Code of Canada*; and *The Ontario Human Rights Code*.

Definitions

Workplace Violence

- a) The exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker;
- b) An attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker;
- c) A statement or behaviour that 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.

Workplace Harassment

A course of vexatious conduct or comment against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. Harassment may comprise of any objectionable act, communication or display that is perceived to be insulting, frightening, embarrassing, offensive, humiliating, demeaning, or otherwise unwelcome.

Sexual harassment is a special kind of workplace harassment involving conduct of a sexual nature. Sexual harassment is any conduct or comment of a sexual nature that is likely to cause offence or humiliation to an employee, or that might be perceived as placing condition of a sexual nature on employment or on any employment opportunity.

Expectations & Commitments

There is a workplace violence and harassment program that implements this policy. It includes guidance measures and procedures to protect workers from workplace violence and harassment, a means of summoning immediate assistance and a process for workers to report incidents or acts and concerns of workplace violence and harassment. This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace such as performance management.

Roles & Responsibilities of Workplace Parties

It is essential that everyone is involved in this effort and meets their specific health and safety responsibilities.

Each person, Management, Employee and Associate, is responsible for:

- Working in accordance with the OHSA and in compliance with this policy and supporting program;
- Immediately reporting issues of workplace violence or harassment based on the supporting program procedures.

Management will:

- Take all reasonable precautions necessary to protect all employees and associates from workplace harassment and violence and to ensure team members are aware of their rights and responsibilities as they relate to the prevention of workplace violence and harassment;
- Provide the necessary information, and instruction to all workers and associates on the contents of the workplace violence and harassment program and any hazards;
- Pledge to investigate and deal with all incidents and complaints of workplace violence and harassment in a fair and timely manner while respecting the privacy of all concerned to the extent possible.

Employees will not be penalized, reprimanded or in any way criticized when acting in good faith bringing forward a complaint or providing information regarding a complaint or incident of workplace violence or harassment.

Geoff Bagg, President
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