



## **Workplace Violence Policy**

The management of PK Construction Inc. is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources. Workplace violence is defined as:

- *The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker*
- *An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker or,*
- *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.*

Some of the types of violence that workers could experience in the workplace include hitting, pushing, physical assault, sexual assault, stalking, criminal harassment, robbery, or threats of violence. Sources of workplace violence also include clients, customers, workers, supervisors, managers, strangers, or family members can introduce violence into the workplace.

**Violent behaviour in the workplace is unacceptable from anyone. Everyone is expected to uphold this policy and to work together to prevent workplace violence.**

There is a workplace violence program that implements this policy (*refer to your Health & Safety policy manual*). It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.

PK Construction Inc. as the employer, will ensure that 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 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 and instruction to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats (*report forms are located in your Health & Safety policy manual*).

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned as much as possible. Management receiving the report will investigate the report and ensure appropriate measures are taken to safeguard employees and curtail the violence. A worker that subjects another worker, client or other person to workplace violence maybe subject to disciplinary action up to and including termination, other persons may be removed from the workplace.



## **Workplace Harassment Policy**

The management of PK Construction Inc. is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace (subcontractors, supervisors, clients, general workers, strangers or family members). Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker, in a workplace, that is known or ought reasonably to be known to be unwelcome (sexual harassment, teasing, intimidating or offensive jokes, offensive pictures or materials, unwelcome gifts, attention, or bullying). Harassment may also relate to a form of discrimination as set out in the [Ontario Human Rights Code](#), but it does not have to.

### ***Employment***

*5. (1) Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability. R.S.O. 1990, c. H.19, s. 5 (1); 1999, c. 6, s. 28 (5); 2001, c. 32, s. 27 (1); 2005, c. 5, s. 32 (5).*

### ***Harassment in employment***

*(2) Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status or disability. R.S.O. 1990, c. H.19, s. 5 (2); 1999, c. 6, s. 28 (6); 2001, c. 32, s. 27 (1); 2005, c. 5, s. 32 (6).*

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Reasonable action or conduct by an employer, manager or supervisor that is part of his or her normal work function would not normally be considered workplace harassment. This is the case even if there are sometimes unpleasant consequences for a worker. Examples could include changes in work assignments, scheduling, job assessment and evaluation, workplace inspections, implementation of dress codes and disciplinary action. Differences of opinion or minor disagreements between co-workers would also not generally be considered workplace harassment.

Workers are encouraged to try to resolve the situation with the person who is alleged to have engaged in the harassment. Where the situation cannot be resolved or the situation continues, workers are encouraged to report any incidents of the workplace (*report forms are located in your Health & Safety policy manual*).

Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a timely and fair manner while respecting workers' privacy, to the extent possible. No worker or any other individual affiliated with this company shall subject any other person to workplace harassment. A worker that subjects another worker, client, or other person to workplace harassment may be subject to disciplinary action up to and including termination. Other persons may be removed from the workplace.