Workplace Violence & Harassment Policy

The management of Terlin Construction Ltd. is committed to the prevention of workplace violence and harassment and is ultimately responsible for the workers health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence and harassment from all sources.

Under Bill 168, **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 a worker"
- "An attempt to exercise physical force against a worker in a workplace that could cause physical injury to a worker"
- "A statement or behavior 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"

Under Bill 168, **workplace harassment** is defined as:

- "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"

Violent behavior in the workplace is unacceptable from anyone. This policy applies to all employees including our office and site workers, millwork staff, customers, clients, employer, supervisors, and strangers. There is a Terlin workplace violence program that implements this policy. 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.

Terlin Construction Ltd., as the employer, will ensure that this policy and the supporting program is 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 that they need 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. If you witness or are involved in a workplace violence or harassment incident you must immediately contact one or more of the following people and your immediate supervisor.

Terry McLaughlin E-mail terry@terlin.ca	President	613-821-0768 ext 223
Michelle Matsoukas E-mail michelle@terlin.ca	Director, HR & Administration / JHSC Member	613-821-0768 ext 247

Please rest assured that there will be no negative consequences for reports made in good faith. Management pledges to investigate and deal with all incidents and complaints of workplace violence & harassment in a timely and fair manner, respecting the privacy of all concerned to the extent possible.

Signed: _____ *President* Date: January 3, 2019

The Workplace Violence & Harassment Policy should be consulted
whenever there are concerns about violence or harassment in the workplace.