**Workplace Abuse and Harassment Policy**

Purpose

The purpose of this policy is to address issues of workplace abuse and harassment that arise at COMPANY. Workplace abuse and harassment is not tolerated at COMPANY, and any parties suspected of workplace abuse and harassment will be subject to investigation and disciplinary action.

It is the policy of COMPANY to maintain a work environment that is free from harassment based on race, colour, religion, sex (harassment of a sexual nature and including same-gender and gender identity harassment), national origin, age, disability (mental or physical) and sexual orientation, and also to maintain an environment that is free from retaliatory harassment based on opposition to discrimination or participation in the discrimination complaint process.

In addition, it is the policy of COMPANY that no retaliation will be tolerated against any employee for reporting harassment under this or any other policy or procedure, or for assisting in any inquiry about such a report.

Scope

This policy applies to interactions between employees at COMPANY. Employees who violate this policy are subject to disciplinary action. Supervisors who do not act on reports of workplace abuse or harassment are also subject to disciplinary action.

While vendors and clients will not attend COMPANY’s training or be subject to disciplinary action, employees are strongly encouraged to report any claims of workplace abuse and harassment that involve these parties.

Workplace abuse and harassment can occur at the worksite or workplace, in transit to the worksite or workplace, or through email social media outlets. Abuse and harassment in any of these locations or mediums are forbidden.

Definitions

Workplace abuse can take the form of:

Workplace Bullying

* Abusive or offensive language
* Unwelcome behaviour
* Unreasonable insults or criticism
* Teasing and/or spreading rumors
* Trivializing of work or achievements
* Exclusion or isolation

Workplace Violence

* Unwanted physical contact or proximity
* Threatening words and/or actions
* Damage to an individual’s personal property

Sexual Harassment

* Requests for favours
* Unwanted verbal or physical advances
* Derogatory or suggestive comments
* Offensive gestures, images or language

**Policy Guidelines**

Employee’s Responsibility

COMPANY does not tolerate workplace abuse in any form. Employees who witness workplace abuse or are themselves involved in an abusive situation are required to report the details of the situation to management immediately. If the abusive situation involves the employee’s direct manager, the employee may issue the report of abuse with another manager of his or her choosing at COMPANY.

Employer’s Responsibility

Any reports of abuse will be followed up immediately with a thorough investigation and, when necessary, corrective action will be taken. COMPANY will:

Listen to any charges issued by employees and treat all claims seriously.

Maintain a professional and respectful relationship with the reporting employee.

Not issue judgment, but focus solely on facts.

Investigate immediately.

Maintain confidentiality throughout the investigation.

Prepare a chronology of the incident.

Gather information about other incidents, if the incident is not isolated.

Interview the claimant, the accused and any available witnesses.

Administer disciplinary action as appropriate to the case.

Conduct follow-up interviews with the claimant to ensure abuse/harassment has ceased.

Disciplinary Action

Appropriate to the severity and frequency of the incident, disciplinary action may be administered. Discipline may take the form of the following:

Written warning

Required completion of a workplace bullying or sexual harassment seminar/class

Temporary suspension from work environment

Probation with set length defined

Transfer to a different position or department

Demotion

Dismissal

Ongoing Methods to Combat Workplace Violence

COMPANY provides all new employees with training on the importance of maintaining respectful and safe working relationships. Retraining is provided for current employees as deemed necessary and upon any changes to the Workplace Abuse and Harassment Policy. Following training, employee review of COMPANY’s policy and signature is required.

COMPANY

Workplace Abuse and Harassment Policy

2021-01-01

COMPANY is committed to the highest standards of safety, security and trust in the workplace. No violence, abuse or harassment will be tolerated in the workplace. In conjunction with this commitment, each employee is encouraged to come forward with concerns that may arise.

By signing this policy, you agree to adhere to all of the provisions outlined. If you have any questions or uncertainty regarding the content of this policy, you are required to consult your manager. This should be done prior to signing and agreeing to the COMPANY Workplace Abuse and Harassment Policy.

Prior to working on any COMPANY job site or workplace, each employee is expected to read the entire Workplace Abuse and Harassment Policy, which includes:

Employer Responsibility

Employee Responsibility

Disciplinary Action

Each employee is also required to attend COMPANY’s workplace abuse and harassment training.

I have read and understand COMPANY’s Workplace Abuse and Harassment Policy. I understand what is required and expected of me as an employee. I have attended COMPANY’s mandatory abuse and harassment training. I will do everything in my power to keep myself and my co-workers safe from workplace abuse and harassment by promptly reporting any incidents that occur.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_