

KANEFF GROUP OF COMPANIES

WORKPLACE VIOLENCE AND HARASSMENT POLICY

The Kaneff Group of Companies is committed to building and preserving a safe working environment for its' employees. Kaneff does not condone and will not tolerate acts of harassment and/or violence against or by any Kaneff employee. As such, this policy prohibits physical or verbal threats – with or without the use of weapons – intimidation, or violence in the workplace and aims to minimize the risk of injury or harm resulting from violence to Kaneff employees.

Policy

Kaneff does not tolerate violence or unacceptable behaviour in the workplace perpetrated by or against employees, customers, clients, or third parties. In the event of a violent incident or unacceptable behaviour perpetrated by an employee, Kaneff will act to severely discipline the employee, up to and including termination of employment for cause.

Kaneff shall establish programs and procedures to reduce the risk of violence and unacceptable behaviour in the workplace. All employees are expected to be aware of and participate in such programs and procedures, as required.

The violence prevention program shall include:

- Risk assessment process
- Policies and procedures
- Control measures in place/evaluation and implementation of corrective action
- Communication to workers
- Information and education
- Reporting and investigation process.

It is also a violation of Kaneff's Workplace Violence Policy for anyone to knowingly make a false complaint of harassment or violence, or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and/or corrective action, up to and including termination of employment.

Purpose

The purpose of this policy is to establish procedures to minimize and/or prevent violence and unacceptable behaviour in the workplace and to foster safety and security of Kaneff employees, customers and visitors to our work sites.

Scope

This policy applies to all employees of, visitors to and suppliers of and to Kaneff.

Responsibility

Employees

Employees are responsible for informing their Managers or designates of any violence, potential risk of violence, or unacceptable behaviour they may experience or witness. This includes issues in the employee's non-work life that may impact on the employee's or his or her co-worker's safety.

Employees are responsible for reporting to their Manager or designate any incidents of violence or close calls, according to the procedures set out in this policy.

Employees are responsible for attending any information sessions provided by the employer to reduce violence or risks of violence.

Employees are expected to co-operate with the police, company investigators or other authorities as required during any investigation relating to workplace violence.

Managers

Managers are responsible for ensuring their designate is aware of the following procedures in their absence.

Managers are responsible for assessing the risk of violence to employees in their location, minimizing those risks where necessary or reasonably possible and informing any employee of such risk or potential risk.

Managers are responsible for tracking and reporting risks of violence, incidents of violence, and close calls to the Joint Health and Safety Committee or health and safety representative, and Management, according to the time lines set out in the procedures. The Violent Incident Report Form shown as Attachment A to this policy is to be used for this purpose.

Managers are responsible for ensuring proper medical care is provided for anyone involved in an incident and for securing the safety of employees, before investigating the incident or taking reports.

Managers are responsible for co-operating with police, company investigators or other authorities, as required during any investigation related to workplace violence.

Definitions

1. “**Violence**” is defined as any interaction or act of aggression or hostility between individuals that involve: causing physical injury to another person; the utterance of threatening remarks; creation of a reasonable fear of injury; subjecting another individual to emotional distress; damaging employer or employee property; the possession of a firearm or dangerous weapon while on Kaneff property or while conducting Kaneff business; harassing surveillance (such as stalking); bringing weapons into the workplace; displaying extreme stress or resentment; displaying irrational behaviour.
2. “**Workplace**” means in or on the property of Kaneff, or away from Kaneff property if the employee is engaged in work-related activities.
3. “**Unacceptable Behaviour**” means physically or psychologically aggressive behaviors including but not limited to:
 - Hitting, kicking, punching, pushing, shoving, slapping, pinching, grabbing, biting
 - Carrying or brandishing weapons of any sort
 - Throwing objects at an individual with a view to cause physical injury or fear
 - Destruction of workplace or co-workers’ property
 - Threats of violence
 - Intimidating behaviour that causes the recipient to have a fear of physical violence
 - Obscene or harassing telephone calls
4. “**Close Calls**” means incidents which did not result in actual physical harm but, except for circumstance, had the potential to result in physical harm.
5. “**Minor Incident**” means an incident in which no one is physically harmed in any way and which was resolved through employee or supervisory mediation.
6. “**Serious Incident**” means an incident in which someone was physically harmed (whether requiring medical attention or not), or which continued or escalated after supervisory mediation.

Procedure

Risk Assessment

The manager of each Department or location shall initiate a process to involve designates, employees and the Joint Health and Safety Committee (or health and safety representative) in assessing the risk of violence in the department and work environment on a periodic basis.

A written report on the results will be provided to all parties to the risk assessment process as well as employees.

Once the results have been analyzed by the parties, recommendations as well as actions must be taken to remove as many risks as can be reasonably removed and instructing employees to recognize risk.

Specific written polices and procedures must be developed to respond to any identified risks. It will cover everything from work arrangements and the work environment to employee information and education. Everything the employer does to prevent workplace violence should be documented in procedures or cross-referenced to another specific policy.

The workplace violence risk assessment form shown in Attachment C to this policy is used for this purpose.

The risk assessment shall be review at least annually.

Instruction to Employees and Review

The individual responsible for documenting newly hired employees shall ensure a copy of this policy and all other related policy is provided to and reviewed with each new employee during that employee's documentation and orientation process.

This policy and procedures shall be posted so that they are available to all workers.

All aspects of the violence prevention plan, including the policies, will be reviewed annually to ensure it is effective.

Information and Education

All employees are required to be educated on the contents of the policy.

Reporting and Investigation

Each and every incident of violence in the workplace shall be reported immediately to the supervisor or manager. The supervisor or manager shall investigate the incident immediately. The Violent Incident Investigation Checklist shown in Attachment B to this policy may be used to ensure proper investigation of any reported violent incident.

The supervisor or manager shall immediately make the appropriate inquiries of the victim and/or witnesses to determine if the incident is minor or serious.

If the incident is minor:

- (a) the supervisor or manager will determine if mediation is appropriate and if so, mediate or arrange for mediation of the situation;
- (b) conduct the appropriate investigation immediately; and
- (c) within twenty-four (24) hours, write a report outlining the details, fact and witnesses of the incident and submit the report to the President and the Joint Health and Safety Committee.

If the assailant is an employee, the supervisor or manager shall apply appropriate disciplinary measures based on the facts of the incident and the assailant's employment record.

If the incident is serious:

- (a) the supervisor or manager must first ensure the safety of employees and him/herself;
- (b) ensure proper medical treatment is provided or sent for;
- (c) contact the authorities as soon as possible (police or Ministry of Labour, where appropriate), to report the incident;
- (d) contact the President and Joint Health and Safety Committee or Health and Safety Representative, as appropriate, as soon as possible, to assess who should be involved in the investigation;
- (e) conduct a thorough investigation, keeping detailed notes of facts, times, witnesses, and witness accounts;
- (f) within twenty-four (24) hours after the completion of the investigation write and submit a detailed report of the incident to the Joint Health and Safety Committee and the President, and any other parties required by law;
- (g) consult with President regarding any disciplinary action to be applied.

Acknowledgement and Agreement

I acknowledge that I have read and understand the Workplace Violence Policy of Kaneff. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules of this policy, I may face legal, punitive, or corrective action, up to and including termination of employment with cause and/or criminal prosecution.

Name: _____

Signature: _____

Date: _____

Witness: _____