

<i>The Town of Fort Frances</i>	SECTION HEALTH AND SAFETY
<u>WORKPLACE HARASSMENT & VIOLENCE</u> POLICY	NEW: June 2011 REVISED:
Resolution No. 225 (consent) 06/11	Supercedes Resolution No.
Policy Number 5.34	PAGE 1 of 1

1. POLICY STATEMENT

At the Town of Fort Frances, the physical and mental health, safety, security, dignity, self-respect and well-being of all of our workers is important. Employees and other internal and external stakeholders have a right to work and conduct their business without fear of harassment or violence that would disrupt the safe and respectful workplace and place of business.

Violence, intimidation, harassment and bullying are unacceptable at any of our workplaces, premises, at any Town event or while conducting corporation business. Any act of violence or threat of violence in the workplace is unacceptable and will give rise to disciplinary sanctions, up to and including termination of employment.

We acknowledge our responsibility to support and assist persons exposed to violence and harassment in the workplace. Appropriate action will be taken, whether an employee, manager, contractor or a member of the public acts in a harassing or violent manner. Furthermore, we will not discriminate or retaliate against an employee because he or she complains or is perceived to be a victim of workplace violence or harassment.

The Town of Fort Frances has implemented a workplace violence and harassment prevention program. Please refer to the following procedures:

Workplace Harassment Procedure

Working Alone Procedure

Workplace Violence Procedure. Prevention program includes

- A. Workplace Violence Risk Assessment (Appendix A)
- B. How to Complain About Workplace Violence and Harassment (Appendix B)
- C. How to Deal with a Potentially Violent Person or Situation (Appendix C)
- D. Zero Tolerance for Violence Sign (Appendix D)
- E. Emergency Contact Telephone List (Appendix E)
- F. Contents of an Emergency Plan (Appendix F)
- G. Quick Reference Sheet (Appendix G)