



## WORKPLACE VIOLENCE AND HARASSMENT POLICY

### **POLICY**

Emerald Workforce Services is committed to building and preserving a safe, healthy and productive working environment for its associates through mutual respect. We do not condone and will not tolerate acts of violence or harassment against or by management, associates, clients, contractors or anyone directly or indirectly in a relationship with Emerald Workforce Services.

Acts of violence and harassment are considered a serious offence and immediate action will be taken.

### **Definitions**

#### Workplace Violence:

The exercise, statement or behaviour of physical force by a person against an associate in a workplace that causes or could cause physical injury to the associate.

#### Harassment:

Engaging in a course of vexatious comments or conduct against an associate in a workplace that is known or ought reasonable be known to be unwelcome. This includes any inappropriate conduct, comment, display, action or gesture by a person that affects the associate's psychological or physical well-being, and that the person knows or ought reasonably to know would cause an associate to be humiliated or intimidated and constitutes a threat to the health or safety of the associate.

Emerald Workforce Services is committed to providing a safe and healthy work environment free from violence, threats, discrimination, harassment, intimidation and any other misconduct. A workplace violence and harassment program has been developed to implement this policy. It includes measures and procedures to protect associates in the workplace and the process for reporting workplace violence or harassment incidents.

Managers and Supervisors have the responsibility to assess and minimize risks or possible risks of violence to associates. Associates will receive appropriate training to recognize the potential for violence or harassment. Emerald Workforce Services will investigate and deal with all incidents of workplace violence and harassment in a fair and timely manner, respecting the privacy of all parties.

Associates have the responsibility to act respectfully towards others and inform managers or supervisors of any violence or harassment incidents. Associates are responsible for attending training or information sessions provided by Emerald Workforce Services or its clients.

COMMITMENT TO A VIOLENCE AND HARASSMENT FREE WORKPLACE IS AN INTEGRAL PART OF  
OUR ORGANIZATION.

  
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President

January 6, 2020