



## WORKPLACE HARASSMENT / VIOLENCE POLICY

### **POLICY STATEMENT:**

Rankin Construction Inc. (the “Company”) is committed to provide a work environment that is safe, secure, and free from all forms of violence and all types of discrimination or workplace harassment, including sexual harassment. Rankin Construction Inc. will operate in an environment that fosters trust and mutual respect.

<b>Emergency Phone Numbers:</b>
<ul style="list-style-type: none"><li>• Emergency Services: 9-1-1</li><li>• Local Police: Niagara Regional Police 905 688-4111 Hamilton Police 905 546-4772</li></ul>



### **Application of the Policy:**

The Company strictly prohibits violence, harassment, intimidating or threatening conduct of a verbal or physical nature, by or between any employees or other persons on company premises, worksites, or anywhere else that Company business is conducted.

### **Definitions:**

“Workplace Harassment” means a course of vexatious comments or conduct against a worker that is known or ought reasonably to be known to be unwelcome, including workplace sexual harassment. Workplace harassment may include but is in no way limited to stalking or harassment through electronic means such as e-mail or telephone contact; derogatory comments, slurs, threats, degrading words, stereotyping; offensive objects or pictures; graphic or sexually suggestive verbal or written comments; touching, advances, or propositions of a sexual or aggressive nature. Verbal horseplay and practical jokes can, depending on the circumstances be included within the definition of Workplace Harassment. Workplace Harassment does not include a reasonable action taken by the Company or management relating to the supervision and direction of workers or the workplace. Workplace Harassment may be, but does not have to be, related to one of the protected grounds under the Ontario Human Rights Code (the “Code”).

“Discrimination” means any conduct which constitutes discrimination under the Code. This includes discrimination based upon race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability as defined in the Ontario Human Rights Code.

“Workplace Violence” means (a) the exercise of physical force (does not have to be related to a prohibited ground of discrimination, as defined in the Code) by a person against a worker in a workplace that causes, or could cause, physical injury to the worker; and/or (b) an attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker.

“Workplace sexual harassment” means engaging in workplace harassment against a worker because of their sex, sexual orientation, gender identity or gender expression. Workplace sexual harassment also includes making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know the solicitation or advance is unwelcome.

### **Prohibited Behaviour:**

The following behaviour is prohibited under this Policy and will lead to discipline up to and including discharge from employment:

1. Workplace violence or harassment, including workplace sexual harassment
2. Threats or intimidation
3. Possession of weapons of any kind on Company property (including parking lots and other exterior premises), while engaged in activities for the Company in other locations, or at Company sponsored events, unless such possession or use is a requirement of the job
4. Assault
5. Physical restraint or confinement
6. Dangerous or threatening horseplay
7. Blatant or intentional disregard for the safety or well-being of others
8. Retaliation against anyone who has made a complaint or who has participated in an investigation under this Policy
9. Failure to report an incident of workplace violence or harassment of which a worker is aware
10. Any other act which is considered to be a violation of this Policy, whether or not specifically set out above

### **Responsibilities:**

All employees have a responsibility not to engage in workplace harassment, sexual harassment, violence or discrimination against another worker and/or supervisor. All employees have a responsibility to report any incident of conduct that is contrary to this Policy and to cooperate in any investigation of such alleged conduct.

In addition, all employees of Rankin Construction Inc. in a supervisory role (including foreman, sub-foreman, others) have a responsibility under this Policy to promote a harassment-free work environment and to ensure that any complaints they receive are processed in accordance with this Policy.

### **For Immediate or Emergency Assistance:**

If there is, or is likely to be, a violent incident, immediately remove yourself from the unsafe situation if possible. Contact emergency services where appropriate.

If you require immediate assistance, contact the following (as appropriate)

- Emergency Services: 9-1-1
- Local Police: Niagara Regional Police 905 688-4111  
Hamilton Police 905 546-4772

### **Safety Measures:**

The Company endeavours to ensure the safety of all workers. To that end, all workers are asked to take the following measures:

- Remove yourself from immediate danger.
- Follow all Company safety rules.
- Follow any applicable sign-in procedure and let your co-workers know of your whereabouts.
- Inform a co-worker or your supervisor if you will be working late and alone in the workplace.
- Inform a co-worker or your supervisor if you will be attending an unfamiliar workplace.
- If you see an unaccompanied stranger or suspicious person in the workplace, notify your supervisor immediately.
- If you notice any safety risks in the workplace, such as a broken telephone or unlit areas, advise your supervisor immediately.
- Use common sense. Be alert to your surroundings.

### **Disclosure of Risk of Violent Behaviour:**

The Company will provide information to the worker if the worker is expected to encounter an individual with a history of violent behaviour of which the Company is aware and that individual poses a risk of workplace violence that is likely to result in physical injury. However, the Company will only disclose the information reasonably necessary to protect a worker from violence.

## **COMPLAINT AND INVESTIGATION PROCEDURE:**

All complaints will be taken seriously. The rights of all concerned will be respected. Workers making a complaint are encouraged to use these steps to address incidents of alleged harassment, sexual harassment, violence or discrimination internally.

1. A person who believes that he/she has been subjected to conduct prohibited by this Policy is encouraged to clearly/ firmly make known to the alleged harasser that the harassment is objectionable and must stop.
2. Where this cannot be done safely, if circumstances prevent a worker from taking action or if the alleged misconduct continues, the person should report the alleged misconduct to his or her supervisor immediately. The supervisor in turn will inform the Project Manager, Safety and Human Resource Manager or Senior Management.
3. If the individual allegedly acting contrary to this Policy is the employee's supervisor or Project Manager, the employee may report directly to the Safety and Human Resource Manager or other member of Senior Management.
4. Once a Project Manager (or other member of Senior Management) has received a complaint under this Policy, she or he shall immediately bring the complaint to the attention of the CEO or the President of Rankin Construction Inc.
5. Once a complaint has been reported as outlined above, the following procedure will be followed:
  - The complainant is encouraged to record his or her complaint in writing, including all relevant information about person(s) involved, nature of incident, date, time and place of incident, names of witnesses, if any, and any other information which the individual feels is relevant to the case.
  - An investigation will then be initiated. The Project Manager will conduct the investigation or an individual(s) from outside Rankin Construction Inc. may be designated to conduct the investigation. In some circumstances, an external investigator may be brought in to conduct the investigation.
  - The investigation will include discussion with the complainant, the person(s) against whom the complaint has been laid, witnesses, if any, and anyone else who may be able to provide useful input into the investigation. The investigation and all discussions will be treated confidentially, to the extent possible, and will only be disclosed for the purposes of the investigation, taking corrective action, and as required or permitted by all. All involved in the investigation will be so advised.
  - All complaints of harassment or discrimination must be investigated to determine the nature and circumstances of the incident(s) and to determine appropriate resolution.
6. Following the conclusion of the investigation, the Project Manager will inform the complainant and the alleged harasser, in writing, of the results of the investigation and of any corrective action taken as a result of the investigation.

## **Resolution and Corrective Action:**

Where harassment, sexual harassment, violence or discrimination has been substantiated, the Project Manager will take appropriate corrective action to resolve the complaint.

Where harassment, sexual harassment or discrimination has not been substantiated, no action will be taken against a worker who has made a complaint in good faith.

Complaints filed in bad faith may result in appropriate disciplinary action.

## **Confidentiality:**

All written documentation regarding the incident shall be kept by the Project Manager or Human Resource Manager and kept on file.