



A.D.S. Contracting

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Violence and Harassment Policy

A.D.S. Contracting is committed to providing a non-violent work environment for all of its workers. We recognize that all employees have the right to work without the threat of violence or harassment from management, other employees or any other individuals they may come in contact with during the course of a day.

The owner and the safety representative will be responsible for developing the violence standard. The owner will communicate, train and evaluate the violence policy. All workers will be required to attend a safety meeting. The expectations of the company will be outlined as they pertain to violence, harassment and the shared responsibility of all workers to observe and report any and all behavior that they believe is or could lead to violence or harassment. Non-compliance will be dealt with appropriately and immediately.

As always, the Occupational Health and Safety Act will be available for reference. All workers will be reminded of the Canadian Criminal Code and Ontario Human Rights Code as legal reference for their obligations as they pertain to workplace violence and harassment.

The owner and safety representative will re-evaluate the program at the end of the year during a safety meeting.

During December at the annual dinner, the success of this program will be recognized verbally.

Definition of Harassment

- The occupational Health and Safety Act defines workplace harassment as “engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.”

Behaviour Constituting Harassment

- Differential treatment of employees or co-workers based on race, gender, ethnicity, etc.;
- Verbal or written comments, jokes, teasing, and/ or other communication of a sexual nature;
- Demining language based on gender or sexual preference;
- Graphic comments about an individual’s body;
- The use of sexually degrading words to describe an individual;
- The display of sexually suggestive objects and/ or pictures in the workplace;
- Foul or obscene language and/ or gestures;
- Indirect or expressed threats for refusal of a sexual request.

Definition of Workplace Violence

- The exercise of physical force or any attempt to exercise physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that causes or could cause physical injury to the worker.

Responsibilities of Employees

- In the event that an employee is either directly affected or witness to any violence, it is the responsibility of the employee to report the incident to a supervisor or the owner.
- Compliance with this policy is the responsibility of all employees;
- Avoiding behaviour or conduct that could reasonably be interpreted as a violation of this policy;
- Maintaining a work environment free from violence and harassment;

Summoning Immediate Assistance

- Any worker requires immediate assistance as a result of an occurrence or likely occurrence of workplace violence may summon immediate assistance through either a coworker, supervisor, and/ or police.

Reporting & Investigation Process

- Report any potential Violence/or Harassment immediately to your supervisor/ or owner.
- All reports will be kept confidential.
- All reports shall be investigated, and dealt with appropriately.
- All investigates will be approached promptly.
- All those directly involved and witnesses will be spoken with.
- A written report of the investigation will be prepared by the safety representative.

Disciplinary Measures

- If it is determined by the owner that an employee has been involved in violence or harassment, immediate disciplinary action will be taken.

Refusal to Work

- Any worker may refuse to work if he has reasons to believe that workplace violence or harassment is likely to occur.

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Angelo Agostino, President
June, 1, 2010