

[COMPANY LOGO/BANNER]

## **Workplace Violence and Harassment Policy**

[Company/ Business name] are committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace -- a comment or conduct that is known or ought reasonably to be known to be unwelcome. Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code. The Workplace Violence and Harassment Program will outline further examples.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Workers are encouraged to report any incidents of workplace harassment will be no negative consequences for reports made in good faith. This can be done by filling out an incident report from and delivering it to your supervisor. If you do not feel comfortable doing so please notify [Company/Business owner] along with your incident report.

Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

[Insert date here]

[name of owner]

ADDRESS/ CONTACT INFORMATION