

WORKPLACE VIOLENCE AND HARASSMENT POLICY STATEMENT

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Prepared by: Samira Westlund	Date of Issue: August 2022
Approved by: Paul Chiang, Samira Westlund	Review/Revision Date: July 2023
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M.J Dixon Construction Limited recognizes the potential for workplace violence and harassment and are committed to working with employees to provide a safe and respectful work environment.

M.J Dixon Construction Limited does not condone and will not tolerate workplace violence and harassment and will take all reasonable and practical measures to prevent violence and harassment from occurring on company premises, while an employee is conducting company business at other locations, during work-related travel or when conducting business by phone.

The Occupational Health and Safety Act defines:


Workplace Violence as: the exercise of physical force, the attempt to exercise physical force, or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace Harassment as: engaging in a course of vexatious comment or conduct against a worker in a workplace – behaviour that is known or ought reasonably to be known to be unwelcome, or workplace sexual harassment.

Workplace Sexual Harassment as: engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome or, making 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 that the solicitation or advance is unwelcome.

Employees will be trained on recognizing and reporting violence and harassment in the workplace. All employees are encouraged to raise concerns relating to workplace violence and harassment to management without fear of retaliation or penalty. Reported incidents of workplace violence and harassment will be taken seriously and information regarding any harassment complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate and to take correction action or as otherwise required by law. Employees will always be made aware on the importance of maintaining respect in the workplace.

Management is responsible for ensuring that this policy and related procedure are being followed by employees and ensuring that they understand that workplace violence or harassment is unacceptable from anyone in any form. Management pledges to investigate all incidents and complaints of workplace violence and harassment in a reasonable and timely manner, respecting the privacy of all concerned to the extent possible, except where required by law. Management also is accountable for putting an end to any discrimination or harassment they are aware of, whether there is a complaint or not.



M.J Dixon Construction Limited – Vice President

July 2023
Date

Tracking Changes			
Reviewed by:	Review Date:	Changes	Approved by:
Samira Westlund	July 2023	<i>Annual Review. No Changes.</i>	Paul Chiang