

# Grand River Personnel

*Employment Solutions Since 1978*

Title: <b>Workplace Violence &amp; Sexual Harassment Policy 1.2</b>		Date of Issue: <b>April 15, 2010</b>
Location: <b>Health &amp; Safety Program Section</b>		Revision Date: <b>2/ 23/ 16, 03/09/17</b>
<b>Approvals:</b>		<b>Signatures:</b>
Chris Perkins, President		
Jayne Eulenberg, Worker Safety Rep		

Grand River Personnel Limited is committed to the prevention of workplace violence & sexual harassment and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence and sexual harassment from all sources. The Human Rights Code guarantees employees the right to employment, and a workplace free from harassment and discrimination of any kind.

Violent or aggressive behavior that is harassing or sexual in nature, in the workplace is unacceptable from anyone. This policy applies to all *Grand River Personnel Limited employees, contractors, visitors, and delivery persons*. Everyone is expected to uphold this policy and to work together to prevent workplace violence

Measures and procedures will be implemented to protect workers from workplace violence, which includes a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. Common Law guarantees a civil and respectful workplace environment, communications and interactions. It prohibits yelling, screaming, bullying, demeaning, and belittling by harassing or sexual conduct or remarks. Grand River Personnel Limited will ensure this policy is implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence and harassment in the workplace.

Supervisors will adhere to this policy, are responsible for ensuring that procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy. All workers are encouraged to raise any concerns about workplace violence & harassment and to report any violent incidents or threats.

Grand River Personnel Limited strives to provide a harassment and discrimination free working environment for all employees. This means providing an environment in which the dignity, value and potential of every employee are respected and growth of the individual is encouraged. In a workplace based on mutual respect, harassing behaviour cannot be tolerated.

Harassment can be very serious consequences for both the employee who is being harassed, as well as the organization as a whole. Employees who are victims of harassment may experience a loss of self-esteem and self-confidence therefore causing their work performance to suffer. Harassment can result in impaired health and can damage an employee's business and personal relationships. Harassment can also lead to increased absenteeism and turnover, as well as lost productivity.

Grand River Personnel Limited pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned. If it is appropriate in the circumstances, Grand River Personnel management will hire a third party to conduct the investigation and on completion, Grand River Personnel management will provide, in writing, as appropriate, a summary of the findings of the investigation and any corrective actions taken as a result of the incident.

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**Chris Perkins, President**

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**Jayne Eulenberg, Worker Safety Rep**