

Violence and Harassment Policy

Purpose:

The purpose of this standard is to ensure all team members have a clear understanding of what the expectation is regarding their behavior in the workplace.

Scope:

This standard applies to all team members and BPC affiliates and clients.

Definition:

The Occupational Health and Safety Act defines workplace violence as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker. It also includes an:

Attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker; and a

Statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Examples: Verbally threatening to attack a worker
 Leaving threatening notes at or sending threatening emails
 Hitting or trying to hit a worker
 Throwing an object at a worker
 Shaking a fist in a worker's face.....etc.

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 – behaviour that is known or ought reasonably to be known to be unwelcome.

The comments or conduct typically happen more than once. They could occur over a relatively short period of time (ex during the course of one day) or over a longer period of time (weeks, months or years).

Workplace harassment can involve unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers. It can also include behaviour that intimidates isolates or even discriminates against the targeted individual(s).

This may include: Making remarks, jokes or innuendos that demean, ridicule,
 Intimidate or offend;
 Displaying or circulating offensive pictures or materials in print or electronic form
 Bullying
 Inappropriate sexual touching, advances, suggestions or requests.
 Repeated offensive or intimidating phone calls or emails

Responsibilities:

Senior Management: Will take every precaution reasonable in the circumstances to protect workers. BPC will review annually our Violence and Harassment policy, have it signed by the President and post the policy in a central location. BPC will take every report of either violence or harassment seriously and will investigate each report submitted without reprisal to the reporting party regardless of the outcome of the investigation, maintaining confidentiality during the process. Burlington Paving Company will provide a third party arbitration service to facilitate resolution of any harassment or undesirable behaviour.

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

Team Members: Each team member must work in compliance with this policy and the supporting program. All team members are encouraged to raise any concerns about workplace violence and to report any violent incidents, threats or harassing behaviour.

Procedure:

Each and every team member under BPC employ shall conduct themselves in a professional and co-operative manner. Everyone shall respect the rights and freedoms of everyone on site to complete their tasks free from the threat of violence and or harassment as defined above.

Each team will establish a safe word system to be utilized only in times of immediate danger.

If at any time you hear the use of the safe word; team members will come to the assistance of the co-worker who utilized the safe word system. This assistance may include initiating a 911 telephone call.

If a team member is exposed to a case of potential violence or harassment BPC encourages them to come forward and report the incident utilizing our near miss reporting procedures.

Communication:

This policy will be posted on the communal bulletin board in the shop. BPC will review at each spring safety meeting and will review at our monthly safety meetings when warranted.

Training/Implementation and Evaluation:

Spring safety training, safety talks. We will evaluate based on near miss submissions to update and revise our policies as necessary.