

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Workplace Violence and Harassment Policy Statement	Code: HS300
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The management of Avenue II is committed to the prevention of workplace violence and providing a harassment free work environment in which all individuals are treated with respect and dignity. Avenue II will take whatever steps are reasonable to protect our workers from workplace violence and harassment from all sources. Please see policy HR030 – Discrimination, Workplace Violence and Harassment - for definitions.

Violent behaviour or harassment in the workplace is unacceptable from anyone and will not be tolerated. Everyone is expected to uphold this policy and to work together to prevent workplace violence and harassment.

The Hazard Analysis Worksheet posted on the Joint Health and Safety Committee Board references policies that implement controls to protect workers. Ongoing training, on-site orientation and the Manual of Administration are all resources to staff regarding policy and procedure that is designed to protect the safety of the workers.

Avenue II, as the employer, will ensure this policy and the supporting program are 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 and the supporting programs. Supervisors are responsible for ensuring that measures and 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 and the supporting program. All workers must raise any concerns about workplace violence or harassment and to report any issues of concern immediately to their supervisor or a member of management. Unionized members have the right to Union Representation should they choose.

Management pledges to investigate and deal with all incidents and complaints in a fair and timely manner and also makes a commitment to assist those employees who have been exposed to workplace violence while respecting the privacy of all concerned as much as possible.

Suzann R. Doherty
Executive Director

HS300 should be consulted whenever there are concerns about harassment in the workplace.