

VBN Paving Limited  
**HEALTH AND SAFETY MANUAL**

**ELEMENT 17: WORKPLACE VIOLENCE AND HARASSMENT**

**REVISIONS & APPROVAL**

| Revision Date | Revised By                                  | Revision Details      |
|---------------|---|-----------------------|
| July 27, 2019 | Stephen Thorne<br>Health and Safety Manager | Reviewed and Updated. |
|               |   |                       |
|               |   |                       |
|               |   |                       |

| Date           | Approved by                        | Signature  |
|----------------|------------------------------------|--|
| March 12, 2018 | Giovanni Ventrella<br>President    |   |
| July 27, 2019  | Angelo Ventrella<br>Vice-President |  |
|                |                                    |  |
|                |                                    |  |

|                                      |                                      |                         |
|--------------------------------------|--------------------------------------|-------------------------|
| <i>Date Created: March 12, 2018</i>  | <i>Date Revised: July 27, 2019</i>   | <i>Version #: V1-19</i> |
| <i>Created by: Steve Thorne</i>      | <i>Revised by: Steve Thorne</i>      |                         |
| <i>Approved by: Angelo Ventrella</i> | <i>Approved by: Angelo Ventrella</i> |                         |

---

# VBN Paving Limited

## HEALTH AND SAFETY MANUAL

---

### Violence and Harassment Policy

#### Purpose

- VBN Paving Limited is committed to providing a safe and healthy work environment for employees by using every precaution reasonable for the protection of a worker under section 25(2)(h) of the OHSA. The Violence and Harassment in the Workplace policy outlines the policies and procedures that will be implemented to ensure that workers are aware of the hazards of violence/harassment; are aware of the legislation; and are aware of the safe job procedures in the workplace. These are created through the violence harassment risk assessment conducted by the employer.
- The VBN Paving Limited. Violence/Harassment Policy will be posted in the workplace in a conspicuous location accessible to all workers and outline the following:
  - Procedures that will assess the risk of violence/harassment in the workplace & the process to implement controls
  - Procedures for workers to report any incident/complaint of violence/harassment to their supervisor or management
  - Procedures to investigate such reports
  - How VBN Paving Limited will investigate & deal with the incidents/complaints of workplace violence/harassment when reported.
- VBN Paving Limited believes in providing a safe work environment free from any harassment or violence. Any act of violence/harassment in the workplace will not be tolerated, is not acceptable, and is not condoned by VBN Paving Limited.

#### ***Definition of Workplace Violence***

Workplace violence means:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;*
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;*
- c) a statement or behavior that 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;*

|                               |                               |                  |
|-------------------------------|-------------------------------|------------------|
| Date Created: March 12, 2018  | Date Revised: July 27, 2019   | Version #: V1-19 |
| Created by: Steve Thorne      | Revised by: Steve Thorne      |                  |
| Approved by: Angelo Ventrella | Approved by: Angelo Ventrella |                  |

---

# VBN Paving Limited

## HEALTH AND SAFETY MANUAL

---

### Scope

Procedures will be applicable to the VBN Paving Limited worksite and include:

- Outline Management commitment, as well as roles and responsibilities for all VBN Paving Limited. Workplace parties; (management, supervisors, and workers) for Workplace Violence and Harassment prevention
- Procedures to identify & assess risks of violence & harassment in the workplace
- Recognize the right of workers to work in a violence and harassment free work environment
- Identification of safe procedures to mitigate identified risks
- Procedures for reporting violence & harassment
- Steps to obtain necessary assistance

|                                      |                                      |                         |
|--------------------------------------|--------------------------------------|-------------------------|
| <i>Date Created: March 12, 2018</i>  | <i>Date Revised: July 27, 2019</i>   | <i>Version #: V1-19</i> |
| <i>Created by: Steve Thorne</i>      | <i>Revised by: Steve Thorne</i>      |                         |
| <i>Approved by: Angelo Ventrella</i> | <i>Approved by: Angelo Ventrella</i> |                         |

---

# VBN Paving Limited

## HEALTH AND SAFETY MANUAL

---

### Roles and Responsibilities

#### Senior Management Responsibilities

- Ensure that a violence and harassment risk assessment of the facility is conducted and updated when there is a change in regulations or operations; at a minimum, annually.
- Review of the violence and harassment risk assessment and implementation of a risk reduction plan to achieve acceptable levels.
- Formulation of a Violence and Harassment Prevention Policy and commitment towards elimination of workplace related violence and harassment incidents. The policy shall take into account any party that may visit the workplace such as fulltime worker, visitor, contractor and temporary workers.
- Take into account measures and procedures for workers to report incidents of workplace harassment to a person other than the employer or supervisor, if the employer or supervisor is the alleged harasser
- Identify how a worker who has allegedly experienced workplace harassment and the alleged harasser (if s/he is a worker of the employer) will be informed of the results of the investigation and of corrective action that has been, or will be, taken
- Identify process for workers to obtain assistance in the event of exposure to violence and/or harassment
- Ensuring current posting of VBN Paving Limited. Workplace Violence and Harassment Statement, as follows:
  - Communication by means of posting in required area(s), such as Safety Boards, Employee Handbooks, Supervisor Handbooks, Worker Orientation and Subcontractor Contract Package, any revisions will be through safety talk, email or bulletins, along with updates in the Occupational Health and Safety Program Manual.
  - Evaluation by regular scheduled inspection report
- Review the Violence Harassment Policy(s) at a minimum annually; after an incident of violence or harassment or upon any change in regulations.
- Develop and implement action plan based on any gaps identified in the review.

#### Manager Responsibilities

- Manager with assistance from the health and safety representative conducts a project site-specific risk assessment at the start of a project along with an annual review
- Ensures that timely investigation is conducted in a confidential manner when suspicion or awareness to violence and/or harassment risk has been identified. The Manager completes the Incident Investigation Report Supervisor's form.

|                                      |                                      |                         |
|--------------------------------------|--------------------------------------|-------------------------|
| <i>Date Created: March 12, 2018</i>  | <i>Date Revised: July 27, 2019</i>   | <i>Version #: V1-19</i> |
| <i>Created by: Steve Thorne</i>      | <i>Revised by: Steve Thorne</i>      |                         |
| <i>Approved by: Angelo Ventrella</i> | <i>Approved by: Angelo Ventrella</i> |                         |

---

# VBN Paving Limited

## HEALTH AND SAFETY MANUAL

---

### JHSC Responsibilities:

- To review the completed initial violence/harassment assessment with management and forward a copy to the JHSC
  
- Work cooperatively with management to implement controls to address the identified risk(s) (if applicable). They will ensure that all workers are advised of the safe work procedures identified through the control process.

### Worker Responsibilities

- Compliance with Violence and Harassment policy and program requirements.
- Active participation to bring forward to management any incidences of violence or harassment.
- Awareness, understanding and acknowledgement of VBN Paving Limited current Workplace Violence and Harassment Policy Statement along with the affiliated project site-specific risk assessment and controls.

### Procedure

- Employer is to Ensure the creation of a clear and concise Workplace Violence and Harassment Policy Statement from the most senior management member to include
  - Commitment
  - Responsibilities
  - Date
  - Signed
    - Employer is to ensure to complete a violence/harassment risk assessment of the facility and identify controls to address hazards identified & ensure all workers, subcontractors, and visitors are advised and trained on the identified control measures.

|                                      |                                      |                         |
|--------------------------------------|--------------------------------------|-------------------------|
| <i>Date Created: March 12, 2018</i>  | <i>Date Revised: July 27, 2019</i>   | <i>Version #: V1-19</i> |
| <i>Created by: Steve Thorne</i>      | <i>Revised by: Steve Thorne</i>      |                         |
| <i>Approved by: Angelo Ventrella</i> | <i>Approved by: Angelo Ventrella</i> |                         |

---

# VBN Paving Limited

## HEALTH AND SAFETY MANUAL

---

### ***Definition of Harassment***

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

- a) *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*
- b) *making a 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;*

### Prohibited Behaviour

- The following are examples of prohibited behaviours under this policy and are in no way intended to be exhaustive;
  - 1) Threats or intimidation
  - 2) Possession of weapons of any kind
  - 3) Assault
  - 4) Physical restraint or confinement
  - 5) Sexual harassment
  - 6) Yelling, screaming, rudeness, angry outbursts, swearing or making humiliating demeaning comments
  - 7) Blatant or intentional disregard for the safety or well-being of others
  - 8) Retaliation against anyone who has made a complaint or who has participated in an investigation under this policy
  - 9) Failure to report an incident of workplace violence and harassment to which the worker is aware
  - 10) Making false allegations of harassment or discrimination
  - 11) Breaches of this policy
  - 12) Any other act which is considered to be a violation of this policy, whether or not specifically listed above.

### Reporting Harassment in the Workplace

- Anyone who is subjected to, witnesses, or has knowledge of, any incidents or threats of workplace violence and harassment, including sexual harassment, must report to a management or supervisor at VBN Paving Limited. Immediately. This includes domestic violence situations that would likely expose employees to physical injury in the workplace.

|                               |                               |                  |
|-------------------------------|-------------------------------|------------------|
| Date Created: March 12, 2018  | Date Revised: July 27, 2019   | Version #: V1-19 |
| Created by: Steve Thorne      | Revised by: Steve Thorne      |                  |
| Approved by: Angelo Ventrella | Approved by: Angelo Ventrella |                  |

---

# VBN Paving Limited

## HEALTH AND SAFETY MANUAL

---

- If the employer or supervisor is the alleged harasser, VBN Paving Limited recommends reporting immediately to a third party, i.e. Health and Safety Consultant, or legislative authority for ability to proceed into a timely and confidential investigation
- Reporting Violence in the Workplace
  - Immediate reporting of any violence to a direct management member, contacting outside services such as police and/or medical support should be immediately considered by the management member. Assistance from management can be made by telephone or most effective means of communication.
  - If the worker does not feel comfortable reporting to their manager/supervisor they can report to their Human Resources representative.
- Violence or Harassment Investigation Report Form
  - Anyone filing a report in accordance with this policy, investigation is required to do so in writing
  - Note: All incidents of harassment and/or violence must be reported to Senior Management
- Filing the Complaint
  1. When filing a formal report of the incident the following should be noted;
    - Specific details of the incident
    - The nature of the violent or harassing act
    - The names of any person(s) who may have witnessed the incident
  2. Reported incidents will be treated as confidentially as possible. In order to properly investigate the incident and offer adequate support to those involved, complete confidentiality cannot be guaranteed. Disclosure may be necessary in conducting the investigation, or required by law.

### **Preventative Measures**

- Employees should not enter any situation or location where they feel threatened or unsafe. If they find themselves in a situation where they feel threatened; VBN Paving Limited recommends that they do not attempt to “handle” the situation by themselves.
- The employee should remain calm at all times even if a person becomes adversarial.
- VBN Paving Limited recommends the use of the "buddy system", especially when employees feel that their personal safety may be threatened.
- VBN Paving Limited employees should not work alone and ensure they have contact with their manager.
- Employees should not attempt to restrain a person and should follow established procedures for the prevention and reporting of incidents of violence.
- Employees are encouraged to provide input into incident investigations.
- Workers whose physical safety is threatened by violence, in any form in the workplace, should contact the police immediately. In addition, a worker should report to his or her

|                                      |                                      |                         |
|--------------------------------------|--------------------------------------|-------------------------|
| <i>Date Created: March 12, 2018</i>  | <i>Date Revised: July 27, 2019</i>   | <i>Version #: V1-19</i> |
| <i>Created by: Steve Thorne</i>      | <i>Revised by: Steve Thorne</i>      |                         |
| <i>Approved by: Angelo Ventrella</i> | <i>Approved by: Angelo Ventrella</i> |                         |

---

# VBN Paving Limited

## HEALTH AND SAFETY MANUAL

---

employer, supervisor or human resources the existence of any situation that has the potential for violence.

- If necessary employees should call 911 and request the assistance of Police.
- Any incidents of violence that are witnessed or affect a VBN Paving Limited employee must be reported immediately to your manager or human resources representative.
- Workers are encouraged to refuse any unsafe work situation and follow Work Refusal procedures.

### **Work Refusal**

- All workers have the right to refuse work if they have a reason to believe that they are in danger from workplace violence/harassment. Reprisals by VBN Paving Limited will not occur. Workers are to follow work refusal procedures.

- Conducting the Investigation**

1. All Employees/Management have a responsibility to co-operate with any efforts to investigate and resolve matters pertaining to this policy.
2. Upon receipt of a formal complaint of violence and harassment, the company will determine whether a formal investigation is necessary and inform the parties involved in writing of the investigation. The investigation may be carried out by an internal or external party and will be done as quickly as possible.
3. The investigator will explore the alleged incident by interviewing the complainant, alleged violator, and/or those who may have knowledge of the circumstances that led to the complaint.
4. Where appropriate, a written report will be submitted.
5. If the investigation finds a violation of this policy has been committed appropriate disciplinary action will be taken, up to and including termination.
6. Conclusion or outcome of the investigation will be communicated to Management and the health and safety representative for corrective action(s) and/or recommendation(s). As well, a worker who has allegedly experienced workplace harassment and the alleged harasser (if s/he is a worker of the employer) will be informed of the results of the investigation and of corrective action that has been, or will be, taken.

|                                      |                                      |                         |
|--------------------------------------|--------------------------------------|-------------------------|
| <i>Date Created: March 12, 2018</i>  | <i>Date Revised: July 27, 2019</i>   | <i>Version #: V1-19</i> |
| <i>Created by: Steve Thorne</i>      | <i>Revised by: Steve Thorne</i>      |                         |
| <i>Approved by: Angelo Ventrella</i> | <i>Approved by: Angelo Ventrella</i> |                         |



---

## VBN Paving Limited

### HEALTH AND SAFETY MANUAL

---

No Reprisal

1. The complainant is assured that no complaint under this policy, made in good faith, will be subjected to reprisal of any kind. However, complaints made in bad faith will render the complainant subject to disciplinary action.
2. Reprisals will not be tolerated and disciplinary action will be taken against those who engage in such activity.
3. An individual that submits a complaint in good faith, even where the complaint cannot be proven, will not have been deemed to be in violation of this policy. If, however, an investigation reveals that the complainant made false accusations of workplace harassment knowingly or in a malicious manner, the complainant will be subject to disciplinary action, up to and including termination.
4. It is noted that an inconclusive finding by an investigator will not equate to finding the complaint to have been made in bad faith.

Risk Assessment Results

- Advise the JHSC Representative, of the results of the risk assessment, and provide a copy if the risk assessment in writing
- If there is no Joint health and safety representative, advise the workers of the results of the assessment and, if the assessment is in writing, provide copies on request or advise the workers how to obtain copies.

Risk Re-assessment

- Project Site-specific Risk Assessment will be made as often as is necessary at a minimum an annual basis
- Effective means of communication to the workers will be considered in a timely manner

Domestic violence

- If there becomes aware, or ought reasonably to be aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace, means of reporting to appropriate personnel (i.e. police, medical) for further assistance
- Posting of the most current Workplace Violence and Harassment Policy Statement will be placed on any of VBN Paving Limited's Health & Safety Bulletin Board, available in VBN Paving Limited. Vehicles,
- Annual review of Procedure to identify any changes to VBN Paving Limited. Occupational Health and Safety Program; Revision Page will reflect the review and update

|                                      |                                      |                         |
|--------------------------------------|--------------------------------------|-------------------------|
| <i>Date Created: March 12, 2018</i>  | <i>Date Revised: July 27, 2019</i>   | <i>Version #: V1-19</i> |
| <i>Created by: Steve Thorne</i>      | <i>Revised by: Steve Thorne</i>      |                         |
| <i>Approved by: Angelo Ventrella</i> | <i>Approved by: Angelo Ventrella</i> |                         |

---

# VBN Paving Limited

## HEALTH AND SAFETY MANUAL

---

### Communication

- The Violence Harassment Policy will be communicated to VBN Paving Limited. employees during the employee orientation.
- The Violence Harassment Policy will be communicated to existing workers through periodic safety training sessions and safety meetings conducted by management.
- The Violence Harassment Policy itself will be posted at each project site
- The Violence Harassment Policy will also be communicated to workers through safety talks, periodic safety bulletins, and health and safety manual.
- Any actions items taken as part of this policy will be posted in the workplace.

### Evaluation

- Management will evaluate the policy through the workplace violence & harassment records and action items.
- The JHSC Representative and management will also be involved with the evaluation by analyzing forwarded items of concern and suggesting corrective action.
- On a yearly basis, management will review whether the policy and the violence/harassment risk assessments are still compliant with current regulations and with the current work environment. If necessary, the policy will be amended to reflect the current operation.
- On a yearly basis, the policy and procedures will be analyzed during audits conducted by then reviewed and revisions/actions implemented as required.

### Continual Improvement

- During periodic report evaluations, safety meetings, and yearly audits, VBN Paving Limited will evaluate the Violence Harassment Policy & Procedures. The audit will evaluate the policy & procedures; if necessary, an action plan will be created to improve or raise the standard addressing any identified gaps or areas of improvement.

|                                      |                                      |                         |
|--------------------------------------|--------------------------------------|-------------------------|
| <i>Date Created: March 12, 2018</i>  | <i>Date Revised: July 27, 2019</i>   | <i>Version #: V1-19</i> |
| <i>Created by: Steve Thorne</i>      | <i>Revised by: Steve Thorne</i>      |                         |
| <i>Approved by: Angelo Ventrella</i> | <i>Approved by: Angelo Ventrella</i> |                         |

---

# VBN Paving Limited

## HEALTH AND SAFETY MANUAL

---

### WORKPLACE VIOLENCE AND HARASSMENT POLICY

The management of VBN Paving Limited is committed to providing a work environment in which all workers are protected from workplace violence and harassment.

Violent behavior in the workplace will not be tolerated from any person.

Workplace harassment will not be tolerated from any person.

There is a workplace violence and harassment program in place that implements this policy. It includes measures and procedures to protect workers from workplace violence and harassment, a means of summoning immediate assistance, training of workers and a process to report incidents or raise concerns.

VBN Paving Limited, as the employer will ensure that this policy and 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 program. 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 are encouraged to raise any concerns about workplace violence and harassment and to report such.

Management will investigate and deal with all incidents and complaints of workplace violence and harassment in a fair and timely manner respecting the privacy of all concerned as much as possible.

VBN Paving Limited, Management along with Health and Safety team will review and assess this policy annually.

  
Senior Management

July 27, 2019  
Date

|                                      |                                      |                         |
|--------------------------------------|--------------------------------------|-------------------------|
| <i>Date Created: March 12, 2018</i>  | <i>Date Revised: July 27, 2019</i>   | <i>Version #: V1-19</i> |
| <i>Created by: Steve Thorne</i>      | <i>Revised by: Steve Thorne</i>      |                         |
| <i>Approved by: Angelo Ventrella</i> | <i>Approved by: Angelo Ventrella</i> |                         |