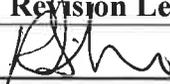
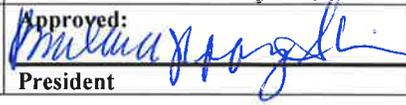


**A-8 WORKPLACE ANTI-VIOLENCE, HARASSMENT AND SEXUAL
HARASSMENT PROGRAM STANDARD**

Issue Date: May 13, 2016	Revision Level: 02	Next Review: May 13, 2021
Created by: Human Resources (Health & Safety Coordinator)	Approved:  _____ General Manager	Approved:  _____ President

Policy

Jeffery's Greenhouses (the "Company") is committed to providing a work environment in which all workers are treated with respect and dignity and are free from workplace harassment and violence. In pursuit of this goal, Jeffery's Greenhouses does not condone and will not tolerate acts of violence, harassment, or bullying against or by any Jeffery's Greenhouses employee.

Jeffery's Greenhouses will:

- support and promote a program on the prevention of workplace violence and harassment
- regularly assess the risks of workplace violence
- identify possible sources of violence and harassment
- strive to eliminate or reduce the risk of workplace violence and harassment;
- take every precaution reasonable in the circumstances to protect workers from domestic violence that would likely cause physical injury to workers in the workplace;
- investigate and deal with all incidents and complaints of workplace violence and harassment in a fair and prompt manner

Purpose

The purpose of this policy is to

- identify roles and responsibilities when violence or harassment takes place in the workplace;
- set out how the Company will respond to reports of violence or harassment in the workplace.

Scope

This Workplace Anti-Violence and Harassment Policy applies to

- all employees regardless of position and all persons who attend a Company workplace including, but not limited to all visitors, contractors, vendors and delivery persons.
- all worksites and surrounding perimeter (land, location, vehicle, customer location, seminar location, etc) in which a worker is being directed and paid to be at by the Company;
- any social activities/events sponsored by the Company for the benefit of its workers (staff parties etc);
- any acts of harassment or violence that may occur between employees of the Company outside of the workplace, due to/related to their working relationship;
- any circumstance whereby the Company becomes aware of any issues of domestic violence that has the potential and/or probability of causing physical injury to workers in our workplace.

**A-8 WORKPLACE ANTI-VIOLENCE, HARASSMENT AND SEXUAL
HARASSMENT PROGRAM STANDARD**

Issue Date: May 13, 2016	Revision Level: 02	Next Review: May 13, 2021
Created by: Human Resources (Health & Safety Coordinator)	Approved:  General Manager	Approved:  President

Definitions

Workplace Harassment as defined in the Occupational Health and Safety Act means

- a) engaging in a course of vexatious comment or conduct against a worker in the workplace that is known or ought reasonably to be known to be unwelcome, or
- b) workplace sexual harassment

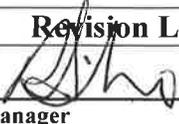
Workplace Sexual Harassment as defined in the Occupational Health and Safety Act, Ontario means,

- 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

Harassment is any unsolicited, unwelcome, disrespectful behaviour, dialogue, action or abuse that is personally offensive to the recipient. It is the perception of the victim that ultimately determines whether harassment has taken place. It is typified as

- behaviour that is hostile in nature, or intends to degrade an individual or group of individuals, based on personal attributes, including age, race nationality, disability, family status, religion, gender, sexual orientation, gender identity, gender expression, or any other protected ground under human rights legislation.
- taunts or making remarks, jokes, or innuendos that demean, ridicule, intimidate, or offend a worker or group of workers;
- displaying or circulating offensive pictures or materials in print or electronic form;
- inappropriate sexual touching, advances, suggestions or requests;
- reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position of authority over the worker who can confer, grant or deny a benefit or advancement to the worker
- repeated offensive or intimidating phone calls or e-mails
- any actions that create a hostile, intimidating or offensive workplace, which may include physical, verbal, written, graphic or electronic means
- refusing to speak to or work with someone or treating someone differently because of their age, race, nationality, disability, family status, religion, gender, sexual orientation, gender identity/expression, or any other protected ground under human rights legislation.

**A-8 WORKPLACE ANTI-VIOLENCE, HARASSMENT AND SEXUAL
HARASSMENT PROGRAM STANDARD**

Issue Date: May 13, 2016	Revision Level: 02	Next Review: May 13, 2021
Created by: Human Resources (Health & Safety Coordinator)	Approved:  General Manager	Approved:  President

What isn't workplace harassment?

Reasonable action or conduct by an employer, manager or supervisor that is part of his or her normal work function would not normally be considered workplace harassment, even in the case if there are unpleasant consequences for a worker. Examples include:

- directions from the employer or supervisor regarding the performance of the work at hand,
- changes in work assignments, scheduling,
- job assessment and evaluation,
- implementation and/or enforcement of company policies (dress code, safety etc) and
- disciplinary action.

Differences of opinion or minor disagreements between co-workers would also not generally be considered workplace harassment.

Workplace Violence as defined in the Occupational Health and Safety Act 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 worker
- c) 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

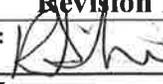
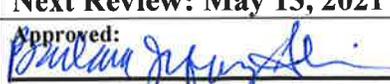
Examples of workplace violence include:

- physical acts (e.g. hitting, shoving, pushing, kicking, sexual assault, throwing an object at a worker, kicking an object the worker is standing on such as a ladder, or trying to run down a worker using a vehicle or equipment (forklift)
- any threat, behaviour, or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property in the workplace; or
- disruptive behavior that is not appropriate to the work environment such (as yelling or swearing)
- verbally threatening to attack a worker;
- leaving threatening notes at or sending threatening e-mails or phone messages to a workplace;
- shaking a fist in a worker's face or wielding a weapon at work
- acts of bullying including verbal aggression

What isn't workplace violence?

Accidental situations such as a worker tripping over an object and pushing a co-worker as a result, are not meant to be included.

**A-8 WORKPLACE ANTI-VIOLENCE, HARASSMENT AND SEXUAL
HARASSMENT PROGRAM STANDARD**

Issue Date: May 13, 2016	Revision Level: 02	Next Review: May 13, 2021
Created by: Human Resources (Health & Safety Coordinator)	Approved:  General Manager	Approved:  President

Domestic Violence

A person who has a personal relationship with a worker, such as a spouse or former spouse (or intimate partner) or a family leader, may physically harm or attempt to or threaten to physically harm that worker at work. In these situations, domestic violence is considered to be workplace violence.

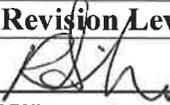
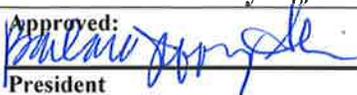
Any employee experiencing domestic violence that may create a risk of danger to themselves or others in the workplace is encouraged to report such violence so the Company can take reasonable preventive steps.

Responsibilities

Senior Management (President or General Manager) shall

- Develop and review annually the workplace anti-violence, harassment and sexual harassment policy, ensure compliance with this standard, provide equipment, resources and training needed to comply with this standard, and provide violence and harassment awareness training to all employees.
- Conduct a workplace violence assessment and develop controls/procedures for all risks identified in the risk assessment to ensure continued protection of workers and provide a copy of the results of this assessment to the Joint Health and Safety Committee
- Ensure supervisors/team leaders know how to recognize hazards and warning signs of escalating conflict and are trained to respond
- Encourage that all incidents and complaints of harassment and/or violence are reported to management or the Human Resources Manager and that they are documented on the “Workplace Harassment and/or Violence Incident Report” as soon as possible following the incident
- Ensure all reported incidents and complaints of violence and harassment are investigated by an impartial Investigative Team, and the results of the investigation, including the corrective measures taken are documented and are in accordance with the Company’s progressive disciplinary guidelines in Policy A-6
- Ensure that measures are in place for the immediate response to violent incidents
- Ensure no employee is penalized, reprimanded, or in any way criticized when acting in good faith while following the procedures for addressing situations involving workplace violence and harassment
- Encourage everyone in the workplace to act toward others in a respectful and professional manner
- Actively create a workplace culture and environment where violent activities are not welcome – communicate anti-bullying/anti-harassment statements; use clear procedures and processes that reduce potential abuse of power
- Treat all complaints of harassment seriously, and deal with complaints promptly and confidentially

**A-8 WORKPLACE ANTI-VIOLENCE, HARASSMENT AND SEXUAL
HARASSMENT PROGRAM STANDARD**

Issue Date: May 13, 2016	Revision Level: 02	Next Review: May 13, 2021
Created by: Human Resources (Health & Safety Coordinator)	Approved:  General Manager	Approved:  President

In the case of an employee experiencing domestic abuse:

- Provide unpaid time off to go to court, seek shelter or connect with other resources, or provide leave of absence if the threat is acute;
- Change work schedules or offer alternative work assignments when possible;
- Arrange for the worker to park close to the workplace, and if possible provide a security escort to their car or public transit;
- Provide a picture of the alleged abuser to pertinent managers, supervisors and reception and screen their calls through reception, moving workstations away from public access;
- Have an alternative contact person for the worker in the event that you cannot reach the worker directly

Investigative Team shall consist of the Human Resources Manager and the Controller, and/or any other consultant or person (eg police, private investigator) specializing in the investigation of workplace violence and/or harassment incidents and who is impartial to the investigation.

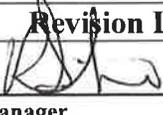
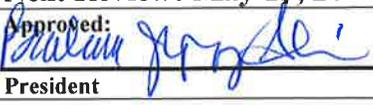
Joint Health and Safety Committee (JHSC) shall

- Review the Workplace Violence Hazard Assessment results and provide recommendations to management to reduce or eliminate the risk of violence.
- Review all reports forwarded to the JHSC regarding workplace violence and other incident reports as appropriate pertaining to incidents of workplace violence that result in personal injury or threat of personal injury, property damage, or police involvement.
- Be able to recognize risks of workplace violence in the course of carrying out their regular functions such as workplace inspections
- Review the workplace anti-violence, harassment and sexual harassment program annually, and put forth to senior management recommendations to address risks identified or improvements to the policy/program.
- Participate in the investigation of critical injuries (e.g., incidents that place life in jeopardy or result in substantial blood loss or fracture of leg or arm.)
- Respond to employee concerns related to workplace violence and communicate these to management.
- In addition, JHSCs may participate in the investigation of reported incidents of violence that result in personal injury or have the potential to result in injury.

Managers/Team Leaders shall

- Participate in or contribute information and inform employees if they are working in an area where there is a potential for violence and identify any risks specific to that area
- Ensure that all contractors and others who attend the Company workplaces are aware of this policy

**A-8 WORKPLACE ANTI-VIOLENCE, HARASSMENT AND SEXUAL
HARASSMENT PROGRAM STANDARD**

Issue Date: May 13, 2016	Revision Level: 02	Next Review: May 13, 2021
Created by: Human Resources (Health & Safety Coordinator)	Approved:  General Manager	Approved:  President

- Ensure appropriate procedures are in place to minimize risk to employees from violence, including the immediate response plan for violent situations
- Ensure employees are trained in recognizing and reporting incidents of harassment in the workplace
- Promptly report all complaints or incidents of workplace violence and/or harassment, whether brought to their attention or personally observed, to management or the Human Resources Manager. Under no circumstances should the supervisor/team leader downplay or dismiss a legitimate complaint, nor should they tell the employee to deal with it personally

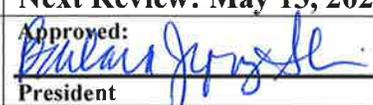
Human Resources Manager (Health and Safety Coordinator) shall

- Ensure all contractors and subcontractors are advised of this policy
- Ensure all reported incidents of violence and/or harassment are documented, investigated, and responded to and disciplinary procedures taken are in accordance with our progressive-disciplinary policy
- Lead and report on the evaluation of this standard on an annual basis

Employees (including Managers and Team Leaders) shall

- Comply with this policy at all times to protect themselves and others in the workplace from workplace harassment and violence
- Participate in training regarding this policy and Company procedures directed at workplace violence risks
- Fully cooperate in any investigation of complaints or incidents of workplace harassment or violence or any breaches of this policy
- Immediately notify their direct supervisor, manager or Human Resources Manager of any incident of workplace violence or harassment whether the notifying worker is the victim or not.
- In the case of an extreme or imminent threat of physical harm to themselves or any person from workplace violence, the worker should contact the police immediately
- Help to create and maintain a work environment of respectful cooperation among co-workers

**A-8 WORKPLACE ANTI-VIOLENCE, HARASSMENT AND SEXUAL
HARASSMENT PROGRAM STANDARD**

Issue Date: May 13, 2016	Revision Level: 02	Next Review: May 13, 2021
Created by: Human Resources (Health & Safety Coordinator)	Approved:  General Manager	Approved:  President

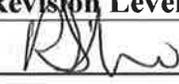
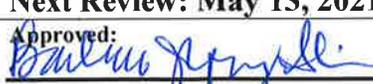
Procedures to Assess the Risk of Workplace Violence

- The Health and Safety Coordinator with assistance from the JHSC and any other workplace parties deemed necessary shall complete an organizational hazard assessment using the Workplace Violence Assessment Tool published by the Occupational Health and Safety Council of Ontario, to identify any issues related to potential violence that may affect the Company's operations.
- This assessment shall prioritize the identified hazards and associated risk and provide recommendations regarding methods of eliminating or controlling violence hazards in the workplace.
- Specific areas that may contribute to risk of violence may include, but are not limited to, contact with the public, exchange of money, receiving doors and working alone or at night. Research may also include a review of similar workplaces with respect to their history of violence.
- The Workplace Violence Assessment Tool shall be completed at least every five years, but may be updated sooner following an identified change in legislation, a reported incident of workplace violence, changes in the work environment or suggestions and hazard reports from workplace parties as per policy C-3 Hazard Reporting and C-6 Hazard Recognition, Assessment and Control Analysis Policy

Procedures to Report and Respond to Incidents of Workplace Violence

- 1. Any employee who is a victim of or witness to violence or threat of violence must immediately:**
 - Remove themselves from the threat (if it is safe and possible to do so) by going to a safe place,
 - Seek immediate assistance from police/ambulance by calling 911
 - Report the incident to their supervisor or manager immediately
 - Document the incident as soon as possible in **A-8 Workplace Harassment and/or Violence Incident Report form** and submit it to the Human Resources Manager for further investigation. A Manager or the Human Resources Manager may assist you in preparing the report.
- 2. In the case of a physical attack an employee should:**
 - Make a scene, blow a whistle, yell or scream as loud as possible. Try shouting words like, "**STOP, FIRE or HELP**".
 - If you are being pulled along or dragged, fall to the ground and roll
 - Give bystanders specific instructions to help you. Single someone out and send them for help, - example "**You in the yellow shirt, call the police**".
 - If someone grabs your purse, briefcase, deposit bag or other belongings, **DO NOT RESIST**. Throw the item to the ground several feet away from the person and run in the opposite direction, yelling "**HELP**".
 - **DO NOT CHASE A THIEF**.
 - Run to the nearest safe place, office or open store, house etc.

**A-8 WORKPLACE ANTI-VIOLENCE, HARASSMENT AND SEXUAL
HARASSMENT PROGRAM STANDARD**

Issue Date: May 13, 2016	Revision Level: 02	Next Review: May 13, 2021
Created by: Human Resources (Health & Safety Coordinator)	Approved:  General Manager	Approved:  President

3. Special Circumstances including Domestic Violence:

An employee is encouraged to notify his/her manager or the Human Resources Manager should they

- have a legal court order (restraining order, on “no-contact” order) against another individual or be the victim of domestic abuse and
- the employee strongly feels that the aggressor may attempt to contact them while at work, putting other employees of Jeffery’s Greenhouses at risk

A copy of any such order and/or details of the potential aggressor (such as the name, physical description, picture etc) should be provided to the Human Resources Manager so that Management may implement all reasonable actions to protect the employee and others at the workplace that may be at risk.

Such information shall be kept confidential and protected in accordance with all applicable legislation. However, in order to implement reasonable actions to protect the employee, some information may be shared on a limited basis with the employee’s authorization.

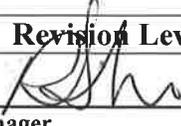
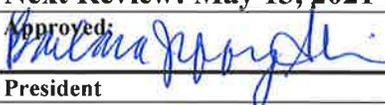
If any visitor to Jeffery’s Greenhouses workplace is seen with a weapon (or is known to possess one) or makes a verbal threat or assault against an employee or another individual, employee witnesses are required to immediately contact the police, emergency response services, their immediate supervisor, and Human Resources.

4. Emergency Response Measures by Management to Workplace Violence:

Managers and/or Human Resources Manager will respond promptly, assess the situation and ensure that these interventions are followed:

- Facilitate immediate medical attention in the case of an injury
- If police have not been previously summoned, management or the Human Resources Manager will report all incidents of physical attack/assault occurring at the workplace to the police
- If an injury or critical injury was sustained as a result of the violence, the Health and Safety Coordinator will report the injury to the Workplace Safety and Insurance Board and the Ministry of Labour respectively.
- If an incident of workplace violence involves a person who is not an employee of the Company, Company management or the Human Resources Manager will also report the incident to that person’s employer and/or such other person deemed appropriate.
- Depending upon the nature of the incident, management may call in skilled professionals to provide counselling/debriefing services to the victim and/or workplace team or referrals to community agencies or the Employee Assistance Program.

**A-8 WORKPLACE ANTI-VIOLENCE, HARASSMENT AND SEXUAL
HARASSMENT PROGRAM STANDARD**

Issue Date: May 13, 2016	Revision Level: 02	Next Review: May 13, 2021
Created by: Human Resources (Health & Safety Coordinator)	Approved:  General Manager	Approved:  President

Procedures to Recognize and Report Workplace Harassment

Any employee who is the victim of or witness to harassment or any form of non-physical abuse should:

1. Informal Procedure

- Inform the harasser personally or in writing, pointing out the unwelcome behaviour and requesting firmly that it stop.
- If that person is unresponsive or not open to the feedback, or is hostile in their response and/or continues to engage in the behaviour, the victim or the witness should discuss their concerns with the harasser's supervisor, or your supervisor or the Human Resources Manager, if the harasser is your direct supervisor

2. Formal Procedure

If you believe you have been personally harassed, you may make a written complaint.

- Keep a detailed record of incidents (dates, times, locations, witnesses, and a full description of what happened) and document them in the **A-8 Workplace Harassment and/or Violence Incident Report**
- Submit the written report to the Human Resources Manager. This report can be made confidentially at the employee's request. However, sharing information to ensure the safety of others and prevent recurrence may be necessary (e.g. contents of a police report).
- Assistance from a Manager or the Human Resources may be sought in preparing the report.

Investigation and Disposition of Workplace Harassment and/or Violence Reports

For the purposes of this section, the following definitions apply:

Complainant – The person who has made a complaint about another individual whom they believe committed an act of violence or harassment against them or another person.

Respondent – The person whom another individual has accused of committing an act of violence or harassment (ie. the perpetrator of the act).

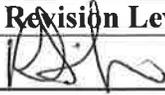
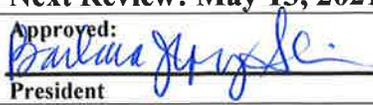
1. Investigative Team

- The team will promptly investigate all complaints or incidents of workplace violence and/or harassment within 24 hours, as confidentially as possible given the circumstances.
- The investigation shall be documented in the **A-8 Workplace Harassment and/or Violence Incident Report**.

The investigation will include:

- ✓ Informing the respondent of the complaint by providing the respondent with a copy of the A-8 Workplace Harassment and/or Violence Incident Report, detailing the complainant's allegations

**A-8 WORKPLACE ANTI-VIOLENCE, HARASSMENT AND SEXUAL
HARASSMENT PROGRAM STANDARD**

Issue Date: May 13, 2016	Revision Level: 02	Next Review: May 13, 2021
Created by: Human Resources (Health & Safety Coordinator)	Approved:  General Manager	Approved:  President

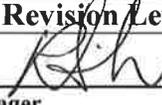
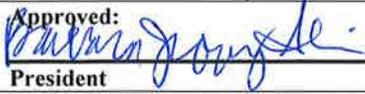
in Parts A and B. The respondent is invited to reply in writing to the complainant's allegations and the reply will be made known to the complainant before the investigation proceeds further

- ✓ A documented interview with the complainant and/or victim and any identified witnesses
 - ✓ A documented interview with any other person who may have knowledge of the incidents related to the complaint or any other similar incidents
 - ✓ A documented interview with the respondent
 - ✓ The company will protect from unnecessary disclosure the details of the incident being investigated and the identities of the complainant and the respondent. However, complete confidentiality is not possible in all circumstances and cannot be guaranteed.
 - ✓ Consultation with other parties (such as legal counsel, health and safety consultants, JHSCs, local police services etc) as considered necessary
- If the investigation reveals evidence to support the complaint or incident, the **Investigative Team** will provide suggestions (in consultation with the Joint Health and Safety Committee) to prevent a recurrence, after evaluating all existing Company policies, procedures, physical premises and devices and employee training.
 - These suggestions shall be documented in the **A-8 Workplace Harassment and/or Violence Incident Report** and shall be reviewed and approved by Senior Management.
 - The findings of the investigation are shared with the Complainant and Respondent in writing, including any corrective action taken that has been taken or will be taken by the Company as a result of the investigation
 - Advise all other staff who might be affected about dangerous situations of the actions to be taken to mitigate the risk of the incident occurring again.

2. Senior Management and Managers

- Where the Respondent (perpetrator) is a Company employee, Management in consultation with the employee's Manager, Human Resources Manager and any other outside professionals considered necessary, will take disciplinary action in alignment with our Progressive Disciplinary Policy A-6
- Disciplinary action may include but is not limited to, termination of employment and/or criminal prosecution, suspension from work, participation in counseling and/or training, documentation in the person's personnel file and other methods of performance management and monitoring.

**A-8 WORKPLACE ANTI-VIOLENCE, HARASSMENT AND SEXUAL
HARASSMENT PROGRAM STANDARD**

Issue Date: May 13, 2016	Revision Level: 02	Next Review: May 13, 2021
Created by: Human Resources (Health & Safety Coordinator)	Approved:  General Manager	Approved:  President

- Ensure that all reasonable measures identified in the **A-8 Workplace Harassment and/or Violence Incident Report** are undertaken

3. Human Resources Manager (Health and Safety Coordinator) shall

- Ensure that the corrective actions indicated in the investigation report are implemented and reviewed for effectiveness.
- Retain records of all investigations and risk assessments performed under this program

No Reprisal

This policy and the law prohibit reprisals against employees who have made good faith complaints or provided information regarding a complaint or incident of workplace harassment and/or violence.

- Employees who engage in reprisals or threats of reprisals against another shall be disciplined up to and including dismissal from employment.

Fraudulent or Malicious Complaints

If an investigation of a complaint finds that the complainant made a false accusation knowingly, or in a malicious manner, the complainant will be subject to appropriate sanctions up to and including dismissal from employment.

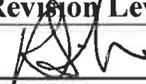
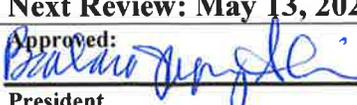
Communication

- Initial communication of this policy will occur at the next Semi Annual Health and Safety Session, and to all new employees at orientation.
- A copy of this standard will be distributed to each employee for inclusion in their Health and Safety Manual
- A copy of this policy shall also be posted on the Health and Safety Board in the lunchroom and on the Company's internal website
- Ongoing communication shall be provided as necessary using the standard methods documented in Policy A-13 Health and Safety Communication and Consultation Policy

Training

- All employees will be trained on this workplace harassment and violence program, including how to report incidents/concerns and how a reported incident or claim will be investigated
- Those employees in positions that are particularly vulnerable to workplace violence (as identified in the workplace violence assessment) shall receive additional training to appropriately deal with potentially violent hazards identified
- The Investigative Team shall receive additional training on how to investigate claims of reported workplace violence or harassment (by attending safety group

**A-8 WORKPLACE ANTI-VIOLENCE, HARASSMENT AND SEXUAL
HARASSMENT PROGRAM STANDARD**

Issue Date: May 13, 2016	Revision Level: 02	Next Review: May 13, 2021
Created by: Human Resources (Health & Safety Coordinator)	Approved:  _____ General Manager	Approved:  _____ President

meetings, reading applicable articles/information of the subject, and consulting professionals when appropriate).

- All training shall be documented and a record of such training shall be retained by the Health and Safety Coordinator

Evaluation

The effectiveness of implementation of this policy and the recommendations implemented as a result of any Workplace Violence or Harassment Incident Investigation or Assessment, shall be evaluated and documented at least annually during the HSMS review process as documented in Policy A-7 HSMS Evaluation Audit Standard and A-10 Health and Safety Management Review, to determine if it is adequately protecting employees and if reported incidents/concerns are being adequately responded to.

Acknowledge Success and/or Make Improvements

- Based on the results of the evaluations above, we will make improvements to the program and procedures as needed by documenting non-conformities on the Continual Improvement Plan.
- Achievements will be recognized and rewarded through company newsletters (payroll stuffers) and at the annual Christmas party

References

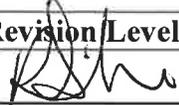
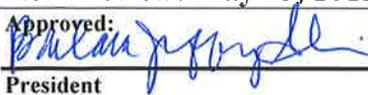
- Occupational Health and Safety Act, Ontario
- Criminal Code of Canada
- Ontario Human Rights Code
- Workplace Safety and Insurance Act
- Compensation for Victims of Crime Act
- Jeffery's Policy A-6 Disciplinary Policy for Health and Safety
- Jeffery's Policy A-7 Health and Safety Management System Evaluation Standard
- Jeffery's Policy A-10 Health and Safety Management Review Policy
- Jeffery's Policy C-3 Hazard Reporting Policy

Forms

- A-8 Workplace Harassment and Violence Report
- C-6 Workplace Hazard Assessment and Control form
- C-6 Hazard Assessment and Control Action Plan
- C-3 Safety Memo

Next Review Date

**A-8 WORKPLACE ANTI-VIOLENCE, HARASSMENT AND SEXUAL
HARASSMENT PROGRAM STANDARD**

Issue Date: May 13, 2016	Revision/Level: 02	Next Review: May 13, 2021
Created by: Human Resources (Health & Safety Coordinator)	Approved:  _____ General Manager	Approved:  _____ President

This written policy shall be reviewed and updated by competent person(s) to ensure that it is up to date and being implemented as intended in accordance with the Company's standard document review date of 5 years after its approval. However, review may be sooner following and identified change in legislation, an accident/incident, or suggestions from workplace parties.

Revision History

Date	Version Release
September 9, 2010	Initial Release
March 13, 2015	Revision Level:01
March 13, 2016	Revision Level:02

