

## **WORKPLACE HARASSMENT POLICY**

Image Construction is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment of any kind will not be tolerated from any person in the workplace, including owners, supervisors, employees, tradesmen from other companies, clients or members of the public. Everyone associated with Image Construction Inc. will participate in eliminating workplace violence and harassment including reporting any incident they encounter, whether witnessed or experienced first-hand.

“Workplace harassment” means:

- (a) 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
- (b) 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.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment, either verbally or in writing, to the either Dale or Clint.

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will be kept confidential except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

All managers, supervisors and employees are expected to adhere to this policy and will be held responsible by the employer for not following it. Workers are not to be

penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

If a worker needs further assistance, he or she may contact the current Health and Safety Representative or the Human Rights Legal Support Centre.

Workplace harassment includes, but is not limited to, offensive or intimidating comments or jokes; bullying or aggressive behaviour, displaying or circulating offensive pictures or materials; inappropriate staring; workplace sexual harassment or isolating or making fun of a worker for any reason.

Anyone exhibiting violent or harassing behaviour, including physical or verbal abuse, will immediately be removed from the job site, and a review of the situation may result in termination of employment without further notice.