



# helpunlimited

## *Workplace Violence Policy*

June 4<sup>th</sup>/ 2010

The Management of Help Unlimited is committed to the prevention of **Workplace Violence - ( Bill 168 )** and in partnership with our clients we all are ultimately responsible for Worker Health & Safety. We will take whatever steps are reasonable to protect our workers from **Workplace Violence** from all sources that is including to provide information to our employees about the risk of **Workplace Violence** from a person with a history of violent behaviour – if he / she is expected to encounter that individual in the course of work and is likely @ risk of physical injury.

**Workplace Violence** is defined as follows: 1) *The Exercise of physical force* by a person against a worker and 2) *Attempt to exercise physical force* that causes or could cause physical injury to the worker 3) *Statement of behaviour* 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.

This policy applies to all employees (both “Inside & Outside”) of Help Unlimited (including our clients employees, visitors, delivery persons, volunteers, etc.) Help Unlimited prohibits firearms and other weapons on company property, company vehicles and or personal vehicles while conducting company business. Weapons are defined as anything used, or designed to be used, in destroying, defeating, threatening or injuring a person.

There is a **Workplace Violence Program** that implements this policy. It includes measures and procedures to protect workers from **Workplace Violence**, a means of summoning immediate assistance (Crisis Team) and a process for workers to report incidents, refusals or raise concerns.

In partnership with our clients - Help Unlimited will ensure that this policy and the supporting program are implemented & maintained and that our employees have the appropriate information and instruction to protect them from **Violence in the Workplace**.

In partnership with our clients – all is expected to work in compliance with this policy to prevent **Workplace Violence**. All workers are encouraged to raise any concerns about **Workplace Violence** and to report any violent incidents or threats to your Crisis Team immediately. There will be no negative consequences for reports made in good faith. And along with our clients we pledge to investigate and deal with all incidents & complaints of **Workplace Violence** in a timely and fair manner, respecting the privacy of all concerned and also any employee who violates this policy will face disciplinary action.



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June 9<sup>th</sup> / 2010

## *Workplace Harassment Policy*

The Management of Help Unlimited and in partnership with our clients is committed to providing a work environment in which all individuals are treated with respect & dignity.

*Workplace Harassment* will not be tolerated from any individual in the workplace. Every-one in the workplace must be dedicated to preventing *Workplace Harassment*. Managers, supervisors, workers are expected to uphold this policy, and will be held accountable. All “Inside & Outside employees are included along with delivery persons, volunteers, visitors etc...

Bill 168 clearly defines *Workplace Harassment* as “*engaging in a course of vexatious conduct or comment*” that is known or ought reasonably to be known ““Unwelcome” and not already protected under The Human Rights Code. The H. R. Code – prohibits *harassment* in the *workplace* based on race, place of origin, colour, ethnic, citizenship, ancestry, creed, race, age, record of offences, family status, disability, marital status. In the H.R. Code it states that every person has a right to equal treatment with respect to employment and that an employee has a right to freedom from *Harassment* in the *Workplace* by the employer, or agent or by other employees.

All employees are encouraged to report any incidents of *Workplace Harassment* to one of Help Unlimited’s Crisis Team or Supervisor @ job site you are currently working at. Furthermore there will be no negative consequences for reports made in good faith

In partnership with our clients & Help Unlimited - both will investigate and deal with all concerns, complaints, or incidents of *Workplace Harassment* in a fair & timely while respecting workers privacy as much as possible. And also that this policy & supporting program are implemented and maintained and that our employees have the appropriate information and instruction to protect them from *Harassment in the Workplace*. Any employee who violates this policy will face disciplinary action.

There is nothing in this policy that prevents or discourages a worker from filing an application with the Human Rights Tribunal of Ontario on a matter related to Ontario’s Human Rights Code within 1 year of the last alleged incident. All employees have the right to exercise any legal avenues that may be available.