



Canadian Policies and Procedures

<i>Policy applies to:</i>	<input checked="" type="checkbox"/> <i>All employees</i>	<i>Rev. No. 08</i>
	<input type="checkbox"/> <i>Salaried Only</i>	<u><i>Rev. & Revision Date - June 22, 2016</i></u> <u><i>Review Date- April 11, 2017</i></u> <u><i>Rev. & Review Date- June 18, 2018</i></u> <u><i>Rev. & Review Date- June 25, 2019</i></u> <u><i>Review Date- November 18, 2020</i></u> <u><i>Review Date- May 19, 2021</i></u> <u><i>Review Date-May 19, 2022</i></u>

PURPOSE:

Threats and acts of violence and harassment, (harassment includes sexual harassment), in the workplace have become a part of the society in which we live. Ensuring that reasonable measures are employed to prevent acts of violence and harassment from occurring within the workplace are necessary in order to provide a safe and secure work environment for employees, vendors, visitors and customers of CpK Interior Products. This Policy outlines the commitment of CpK to ensure a workplace free of violence and harassment as required under applicable legislation and will act as a guide to employees in adhering to legal and social guidelines regarding the recognition and prevention of violence and harassment.

It is the policy of CpK Interior Products:

1. That its senior management be ultimately responsible for worker health and safety and will be committed to the prevention of workplace violence and harassment by maintaining an active Workplace Violence and Harassment Prevention Program (the "Program").
2. That the Program shall include appropriate measures and procedures to protect employees from workplace violence and harassment, a means for an employee to summon immediate assistance when there is a threat or an act of violence or harassment, and a process for employees to report acts of violence and harassment, and a process for employees to report harassment and threats or acts of violence.
3. That its supervisors be held accountable to adhere to this Policy and the workplace violence and harassment prevention program. Supervisors will be responsible for ensuring that all appropriate measures and procedures are followed.
4. That all employees be provided with the necessary information and instructions to know, understand and be able to carry out the measures and procedures contained in the Program.
5. That all employees shall report harassment and threats or acts of workplace violence to the appropriate individuals in a timely manner.
6. That all employees are required to work in compliance with this Policy and that management will enforce this Policy through appropriate measures including discipline up to and including termination, taking into consideration all available facts and circumstances.
7. That management will investigate and respond to all incidents and complaints of workplace harassment and workplace violence in a timely manner.
8. That making an intentional false report will be treated as a violation of this Policy.
9. That this Policy, the Program and the risk assessment of each workplace will be reviewed on an annual basis by the Joint Health and Safety Committee and all other appropriate personnel.



Policy #CpK CdnPP-001
Workplace Violence
 Effective October 1, 2013
 Supersedes Original Dated June 15, 2010

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DEFINITIONS:

Workplace Violence is defined as:

- a) The exercise of physical force against someone, in a workplace, that causes or could cause physical injury,
- b) An attempt to exercise physical force against someone, in a workplace, that could cause physical injury, or
- c) A statement or behaviour that is reasonable for someone to interpret as a threat to exercise physical force against them, in the workplace, that could cause physical injury.

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.

Workplace: is defined as any land, premises, location, or thing at, upon, in or near which someone works. This includes areas such as offices, shop floors, restrooms, cafeterias, lockers, conference rooms, parking lots, mobile workplaces and Company related functions.

SCOPE:

This policy applies to all components of CpK Interior Products Inc.

Sponsored by:

Plant Health and Safety Committees

Related Policy Statements:

- CGR-BMS10-011 Health & Safety Policy
- CGR-BMS10-017 Harassment Policy
- CGR-BMS10-018 Workplace Violence and Harassment Prevention Program
- CGR-BMS10-004 Employee Discipline Policy

Version	Release Date	Description of Changes
00	10/13	Initial Release
01	06/10	Revision
02	06/16	Revision
03	04/17	Review
04	06/18	Revision
05	06/19	Revision
06	11/20	Review
07	05/21	Review
08	05/22	Review

