



## Workplace Harassment Policy

The management of Impact Electrical & Mechanical Ltd. is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer.

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

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

Workers are encouraged to report any incidents of workplace harassment.

Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible.

Nothing in this policy prevents or discourages a worker from filing and application with the Human Rights Tribunal of Ontario on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

Signed: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "Don Gorman", written over a horizontal line.

Don Gorman, President

Date: \_\_\_\_\_

A handwritten date in blue ink, "June 17/10", written over a horizontal line.

The workplace harassment policy should be consulted whenever there are concerns about harassment in the workplace.



## Workplace Violence Policy

The management of Impact Electrical & Mechanical Ltd. is committed to the prevention of workplace violence and is ultimately responsible for workers health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Violent behavior in the workplace is unacceptable from anyone. This policy applies to all employees of Impact Electrical & Mechanical Ltd., clients, visitors, subcontractors, delivery persons, volunteers and or all other parties involved with the company.


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 and a process for workers to report incidents, or raise concerns.

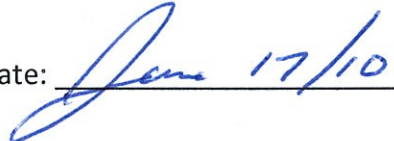
Impact Electrical & Mechanical Ltd., as the employer, will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

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 that 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 to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible.

Signed:   
Don Gorman, President

Date:   
June 17/10

The workplace violence policy should be consulted whenever there are concerns about violence in the workplace.