




## VIOLENCE-FREE WORKPLACE POLICY

Date of Reissue:	October 18, 2017
Revise / Review Date:	October 18, 2018
Originally Issued:	October 26, 2010
Approved by:	
	Pamela Mullin, CFO

### PURPOSE

KBD Transportation has zero tolerance for workplace violence or harassment of any kind, and will be proactive in the prevention of workplace violence and harassment.

### SCOPE

In correlation with this policy, KBD Transportation prohibits employees from:

- The possession, sale, transfer or use of any dangerous weapon while engaged in company business or on company property;
- Engaging in threatening or intimidating statements or engaging in threatening or intimidating behaviour directed to another employee, supervisor or customer;
- Communicating with another employee, supervisor or customer by telephone, electronic means, or in writing without a legitimate business purpose; and
- Purposefully and without legitimate purpose having personal contact with another employee, supervisor or customer with the intent to threaten, intimidate or alarm the other person.

### PROCEDURE

If you are experiencing workplace violence:

- Ask the Aggressor to stop;
- Document the incident(s);
- Seek assistance early – do not hesitate! **Reporting could save your life!** It is not an attempt to meddle in other people's lives. Please report any of the following to the HR Manager immediately:
  - Anyone who talks about weapons or explosives, or who brings a weapon into the workplace;

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**DO NOT HESITATE TO CONTACT 911 IF ANY PERSON'S SAFETY IS AT RISK!**

- Any threat of harm, or continued verbal abuse. Do not respond with a counter-threat---it may result in triggering real violence from the aggressor;
- Any individual who is showing signs of depression or withdrawal--they may require counseling. They could also become violent;
- Strangers in the workplace, or anyone who does not have proper identification;
- Security equipment malfunctions such as surveillance and alarms systems; and,
- Any suspicion of a co-worker who may be experiencing domestic problems with the potential to result in violence in the workplace;
- Speak to any member of the Health & Safety Committee and/or Human Resource (HR) Manager, who will in turn investigate and collect a written complaint (See Appendix A).



**Subsequent to a complaint, the following procedure will occur:**

- Witnesses will be interviewed by the HR Manager or appointed investigator;
- The alleged offender will be provided with a copy of the written complaint;
- If the investigation shows that the accusation is valid, the harasser will be subject to discipline (Ref. Progressive Discipline Policy); and,
- If the investigation reveals evidence that the complainant falsely accused another of harassment, the complainant will be appropriately disciplined.

**Note:** Any act of retaliation against a person using this policy in good faith to report an incident will not be tolerated.

## RESPONSIBILITIES

**All KBD Transportation employees will:**

- Refrain from any acts of violence against another employee, or a KBD Transportation customer as outlined in the scope of this policy; and,
- Report any actual or perceived threats of physical violence (including intimidation, harassment, or coercion) to the HR Manager immediately in accordance with the procedures established within this policy.

**The HR Manager of KBD Transportation will:**

- Communicate this policy to all employees;
- Investigate any acts of violence in the workplace (as well as while our employees are conducting business on our behalf);
- Use the highest degree of disciplinary action ([Reference: Progressive Discipline Policy](#)) to deal with acts of violence, up to and including termination of employment;
- Provide assistance to employees who have been exposed to workplace violence;
- Conduct proper maintenance and testing of all security systems (surveillance cameras, alarm systems);

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- Review this policy annually to identify any new potential hazards; and,

**The Management of KBD Transportation will:**

- Enact reasonable preventative measures to protect employees and others at KBD Transportation from workplace violence and harassment.
- Investigate any acts of violence in the workplace (as well as while our employees are conducting business on our behalf) and ensure they are dealt with in the highest degree of disciplinary action (Reference: Progressive Discipline Policy), up to and including termination of employment; and,
- Assist employees who have been exposed to workplace violence.

## DEFINITIONS

<b>Violence</b>	Any act which is intended to intimidate, annoy or alarm another person; or any act which is intended to cause pain or injury to, or which is intended to result in physical or personal contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act. Examples include: hitting or shoving, threatening harm to an individual or his / her family, intentional damage or destruction of property, harassing or threatening phone calls, harassing surveillance or stalking, possession of a weapon.
<b>Dangerous Weapon</b>	Any instrument or device designed primarily for use in inflicting death or injury upon a human being.
<b>Personal Contact</b>	An encounter in which two or more persons are in visual or physical proximity to each other. Personal contact does not require physical touching or oral communication, but may include these types of contact.

**Reference Material Attached:** Appendix A: Complaint Form

**Other Policy References:** Progressive Discipline Policy

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**APPENDIX "A"**

**Complaint Form**

I, \_\_\_\_\_ working at KBD Transportation, 10739  
(Name of Complainant)

County Road 2, Iroquois, Ontario, have reasonable grounds to believe that

\_\_\_\_\_, working at KBD Transportation, 10739 County Road  
(Name of Alleged Harasser)

2, Iroquois, Ontario has engaged in workplace violence at:

\_\_\_\_\_  
(Address(es) of Place where Harassment Took Place)

on or about \_\_\_\_\_ in contravention of KBD  
(Dates of Alleged Harassment)

Transportation's policy on a Violence-Free Workplace.

The particulars are as follows:

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I wish the investigator/advisor to meet with \_\_\_\_\_  
(Name of Alleged Harasser)

with a view to achieving a satisfactory resolution.

Signed at: \_\_\_\_\_ on \_\_\_\_\_  
(City) (Date)

\_\_\_\_\_  
Complainant's Signature

Copy 1- Complainant

Copy 2- Investigator

Copy 3 – Alleged Harasser

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