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**Prevention of Workplace Harassment Policy**

The management of *Your Company Name* (hereinafter the “Company”) is committed to worker health and safety and the prevention of workplace harassment. The Company recognizes and accepts the responsibility to provide workers with a safe, healthy and productive work environment. The Company will not tolerate behavior from anyone that intimidates, threatens, harasses, abuses, injures or otherwise victimizes workers and will take whatever steps are appropriate to protect workers from the potential hazards associated with workplace harassment.

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker’s health and safety, and includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance. For greater clarity, reasonable action taken by the Company, or any managers or supervisors, relating to the management and direction of workers or a work site is not workplace harassment.

Application: This policy applies to all employees, contractors and subcontractors (herein referred to collectively as the “workers”).

The Company will:

* Conduct hazard identification and assessment(s), including the hazard of harassment.
* Ensure that this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.
* Investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair and timely manner.
* Respect the privacy of all concerned as much as possible. The Company will disclose only the minimum amount of personal information that is necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation, or as required by law.

All workers will:

* Read, understand and work in compliance with this policy and the supporting procedures.
* Participate in any instruction of workplace harassment prevention provided by the Company.
* Immediately report all incidents of workplace harassment to their supervisor or *Identify Alternate (e.g. manager, foreman, security)* and must raise any concerns about harassment in the workplace*.*

Policy Violations: The Company may discipline or terminate the employment of a worker who fails to comply with this policy. The appropriate consequences depend on the facts of the case, including the nature of the violation, the existence of prior violations, the response to prior corrective assistance programs, and the seriousness of the violation and applicable laws.

No worker can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the procedures for addressing harassment situations.

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Name of Company owner/President Date

(Signed)

**ACKNOWLEDGEMENT**

I have read, understand and accept the Workplace Harassment Policy and agree to abide by this policy and the procedures set out below.

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Prevention of Workplace Harassment Procedures**

The following procedures will be followed by the Company and all workers:

1. ***Potential hazards will be identified and communicated to workers:***

Hazard assessments regarding the hazard of harassment will be completed as part of the regular hazard assessment review. This will include information related to the risk of harassment presented by members of the general public, whom workers are likely to encounter. Any measures to eliminate or control these hazards will be identified.

1. ***How to respond to workplace harassment:***

All workers who are exposed to potential or real situations of workplace harassment should leave the immediate area if possible and call for assistance from co-workers or 911 immediately.

1. ***How to report workplace harassment:***

Workers are required to immediately report all incidents of workplace harassment to their supervisor, or *add appropriate name here*. Workers are encouraged to use the company’s incident reporting form, including the details and date of the incident, name(s) of the worker(s) and others involved in the incident, and witnesses(es) to the incident.

If the supervisor is the alleged harasser, then complaints should be brought to: *add appropriate name here.*

1. ***How incidents of workplace harassment will be investigated and documented:***

The Company will identify who is responsible to conduct the investigation and produce a final report.

1. ***The support available for victims of workplace harassment:***

The Company will advise workers exposed to workplace harassment to consult with a health care professional for counseling, or to obtain other treatment as necessary.

1. ***Communication and Training of workers:***

All workers will be instructed in the workplace harassment policy and procedures during their orientation, and ongoing training may be provided, as needed. Training will include physical and verbal sexual harassment, as well as other forms.