



Workplace Violence & Harassment Policy

Ceramic Decor is committed to the prevention of any and all workplace violence and harassment in this workplace. We will take whatever steps are reasonable to protect our workers from workplace violence and harassment from all sources, whether it comes from management, supervisors, fellow workers, customers, the general public, or domestic situations.

Workplace Violence is: The use, attempt to use or threat of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker; or an action that it would be reasonable for a worker to interpret as a threat to exercise physical force against the worker. Domestic violence, between spouses or partners who live together, if it occurs in our workplace, is also considered to be and will be treated as workplace violence.

Workplace Harassment is upsetting, aggravating or intimidating conduct or comment against a worker in a workplace that is known to the person doing it, or ought reasonably to be known to them (that is the person has been told that the conduct is not acceptable or appreciated and is unwelcome). Harassment may comprise of any objectionable act, communication or display that is perceived by the person on the receiving end to be insulting frightening, embarrassing, offensive, humiliating, demeaning, or otherwise unwelcome.

Sexual Harassment is conduct or comment of a sexual nature or that suggests matters of a sexual nature that is known to be unwanted and unwelcome and likely to cause offence or humiliation to an employee, or that might be perceived as placing a condition of a sexual nature on continued employment or on any employment advancement opportunity. In addition, it may include 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. It includes sexual comments, gestures or physical contact that is unwanted or offensive. It also includes 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, as well as reprisal or threat of a reprisal from a person in such a position as a result of such solicitation or advance.

We have at Ceramic Decor a workplace violence and harassment program that will assist all those affected or concerned to better understand the procedures that have been developed to implement this policy. Ceramic Decor will arrange for all workers and supervisors to be trained to fully understand all aspects of both the policy and procedures.

As with our Company Health & Safety Policy, Supervisors are responsible for ensuring that our Workplace Violence and Harassment policy and procedures are followed by all employees.

Every employee must work in compliance with this policy and the supporting program. All employees are required to report to the Health and Safety Admin any concerns about workplace violence and harassment and workers will not be penalized or disciplined for reporting an incident or participating in an investigation. However, employees should be aware that any complaint or allegation of harassment or violence that is determined to be false or without merit will be treated as improper workplace conduct and disciplined accordingly.

Management pledges to investigate and deal with all incidents and complaints of workplace violence and/or harassment in a timely manner, in accordance with our policy and program, while at the same time respecting the privacy of all concerned.

Signed: _____

George Durigon, President

Date: _____

JAN 9/17