

## POLICY MANUAL



**SECTION:** Human Resources  
**SUBJECT:** Workplace Violence  
**APPROVED BY:** Director, Human Resources

**INDEX:** HR-A-80  
**Effective Date:** June 2016  
**Replaces Date:** June 2015

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### Scope

This policy applies to all employees of Horizon Plastics International, Contractors, and employees of Contractors, temporary employees and visitors. It also applies to surrounding properties and functions/activities sponsored by the company.

### Purpose

Horizon Plastics International is committed to providing a safe, secure and harmonious workplace for its employees, free from workplace violence. Under the OHSA, violence is considered a hazard in the workplace. As the Employer, we recognize the harm that could result from workplace violence and we will not tolerate violent behaviour.

The Company will treat any complaint of workplace violence as a serious matter and will investigate all allegations. The Company will refer possible criminal offences to the Police for investigation. Employees who are found to have engaged in such conduct are subject to disciplinary action, up to and including dismissal and/or criminal prosecution.

This policy also extends to any circumstances whereby the Company becomes aware of any issues of domestic violence that has the potential and /or probability of causing physical injury to workers in our workplace.

### Definitions

**According to legislation violence is defined as:**

- the exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to a worker
- an attempt to exercise physical force against a worker in a workplace that could cause physical injury to a worker
- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker

**Acts of violence may include, but are not limited to:**

- physical attacks, pushing, hitting, shoving, kicking
- sabotage, property damage, vandalism, arson
- verbal or written threats, direct threats, conditional threats, veiled threats, possession of a weapon, stalking, violation of a restraining order
- verbal abuse, spreading of rumours, disruptive behaviour that is not appropriate to the work environment, yelling, swearing at or insulting others

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## **Policy**

### **Violence Hazard Assessment:**

Human Resources will complete the organizational violence assessment and review/update annually using the Workplace Violence Assessment Tool for Employers, published by the Occupational Health and Safety Council of Ontario.

The Safety Steering Committee with input from the JHSC will prioritize hazards/risks and provide recommendations to Senior Management regarding methods of reducing violence hazards in the workplace.

### **Reporting:**

Any employee who is victim of or witness to workplace violence should immediately:

- remove themselves from the threat (if it is safe and possible to do so)
- contact their Manager or Supervisor or Human Resources and, if warranted call 911 (the Police)
  - an all employee phone list and telephones are located throughout the plant
  - in the event of an emergency, please call the on-shift Team Leader or
  - to call externally for emergency assistance, select an open line – dial 9-1-1
- report the incident/concern to their Supervisor, Human Resources or any member of Senior Management

Any employee who is a victim of or witness to workplace violence or any form of non-physical violence should:

- inform the person who is engaging in the unwanted behavior that their behavior is (or might potentially be) unwelcome and ask them to stop
- keep a record of incidents (date, times, locations, possible witnesses, what happened, how it was addressed, their response)
- if the person to whom the feedback was provided is not open to the feedback, is unresponsive, is hostile in their response, and/or continues to engage in the behavior, the victim or witness should report their concerns, to their Manager/Team Leader, Human Resources or any member of senior Management

### **Investigation Procedure:**

The Company will promptly investigate all reports of workplace violence. Any Supervisor, Human Resources personnel or Senior Manager will work with the employee reporting the workplace violence.

A full investigation will be conducted:

- Both the victim and the alleged perpetrator may be interviewed as will any individuals who can provide relevant information
- All information will be kept confidential, to the extent possible
- If the investigation reveals evidence to support the complaint/concern, the Company will initiate an appropriate response(s). This response may include disciplinary action up to and including termination of employment and/or criminal prosecution of the person(s)

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involved, suspension from work, participation in counselling and/or training, documentation in the person's personnel file and other methods of performance management and monitoring.

- No documentation will be placed on the complainant's file which the complainant filed in good faith, whether the complaint is upheld or not
- If an investigation results in a finding that the complainant made a false accusation knowingly or in a malicious manner, such situations will be addressed with the same zero tolerance as legitimate complaints (the complainant will be subject to the appropriate discipline, including the possibility of termination of employment).
- In instances where the Company becomes aware of domestic circumstances in which potential violence hazards may be introduced in the workplace, the Company will investigate each circumstance on a case-by-case basis and identify reasonable precautions that can be taken to protect the victim and those within the organization who may be at risk.

### **Roles & Responsibilities**

#### **Employer:**

Horizon Plastics International undertakes many prevention orientated activities in support of our commitment to a safe, secure and harmonious environment. Some of these activities are:

- Conduct pre-employment criminal background investigations for both new hires and temporary employees
- Maintain a central management team that should be promptly consulted in the event of a serious act or threat of workplace violence evidence of potential unstable behavior.
- Develop and review annually the Prevention of Workplace Violence Risk Assessment and Policy
- Ensure compliance with this standard
- Develop controls for all risks identified in the assessment
- Provide equipment, resources and training needed to comply with this standard
- Provide workplace harassment awareness training to all employees
- Promote through education and practices the value of a non-violent, harmonious work environment and lifestyle
- Ensure Managers/Supervisors know how to recognize hazards and warning signs of escalating conflict and are trained to respond
- Ensure all incidents and complaints of workplace violence are investigated
- Ensure no employee is penalized, reprimanded, or in any way criticized when acting in good faith while following the procedures for addressing situations involving workplace violence
- Ensure measures are in place for the immediate response to violence incidents
- Annually evaluate and update this standard

#### **Human Resources:**

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- Ensure a violence hazard assessment is completed and reviewed on an annual basis or when circumstances change
- Put forth to Senior Management recommendations for activities and methods for addressing high risk violence hazards
- Appropriately advise Managers/Supervisors of high risk situations and ensure a plan is devised to address risks in light of a reported/known situation
- Conduct pre-employment criminal background investigations for both new hires and temporary employees
- Ensure all situations/complaints of harassment or identified high risk(s) are recorded on the HPI Incident Tracking Spreadsheet-detailing the complainant, alleged perpetrator, date reported, steps taken, date file closed and all incidents reported have a supporting closure letter in each parties file

### **Manager/Supervisor:**

- Participate in/contribute information and inform employees if they are working in an area where there is a potential for violence and identify any risks that are specific to that area
- Ensure that appropriate procedures are in place to minimize the risk to employees for violence, including the immediate response plan for situations
- Ensure that employees are aware of the internal reporting procedures of workplace violence
- Ensure that every reported incident of workplace violence is documented, investigated, and dealt with in accordance with this standard and potential areas for improvement are identified
- Take appropriate action to report or deal with incidents of workplace violence, whether brought to their attention or personally observed
- Liaison with Human Resources to ensure that reasonable measures and precautions are taken to protect employees from high risk situations that may result in violence

### **Employee:**

- Creating and maintaining a safe, secure and harmonious work environment takes the support and cooperation of all employees. Consequently you should not engage in or ignore violent, threatening, intimidating or other disruptive behaviors that undermine the safety and security of our workforce. Engaging in such behavior will result in discipline and could result in the loss of your job
- Be responsible for helping to create and maintain an environment that is free from violence in the workplace and commit to treating all people they encounter in the workplace (employees, contractors, visitors, customers, etc.) with respect
- Be familiar with and follow the procedures that are in place to prevent workplace violence
- Participate in training on workplace violence prevention and the procedures for reporting and investigating incidents of workplace violence
- Report to their Manager/Supervisor or Human Resources, or any member of Senior Management any early warning signs of a potentially threatening situation arousing concern and any instances of threatening statements or threatening behavior which was directed at them or any other employee and all incidents of workplace violence

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**Joint Health & Safety Committee:**

- Participate in and ensure a workplace assessment is completed and reviewed on an annual basis or when circumstances change
- Ensure Managers/Supervisors are made aware of any jobs within their team that has harassment hazards/risks and what methods must be applied to reduce the risk of harassment

**Forms**

- Workplace Violence Assessment Tool for Employers, published by the Occupational Health and Safety Council of Ontario
- Internal tracking spread sheet documenting complaint/situation, date action commenced, outcome and file closure date