



## Workplace Violence and Harassment Policy

Cloutier's Machine Shop (herein after referred to as The Company) is committed to the prevention of workplace harassment and violence and is responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence and harassment from all sources.

Harassment or violent behaviour in the workplace is unacceptable from anyone. This policy applies to all employees, customers, subcontractors and visitors. Everyone is expected to uphold this policy and to work together to prevent workplace violence and harassment.


The Company has developed a workplace harassment and violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence and harassment, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.

The Company 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 and harassment in the workplace.

Management is responsible for ensuring that measures and procedures are followed by all employees and have the information and instruction to protect themselves.

Every employee must comply with this policy and the supporting program. All employees are encouraged to raise any concerns about workplace violence and harassment and to report any incidents or threats.

Management will investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned as much as possible.

  
Stephen Symes  
CEO

  
Date