

**VALECRAFT HOMES (2019) LIMITED**

**Workplace Harassment Complaint Form 2023**

Note: Whether the worker uses the complaint form or not, the employer is still obligated to ensure an investigation appropriate in the circumstances is conducted into an incident of workplace harassment.

**Name and contact information of worker who has allegedly experienced workplace harassment (your name):**

**Name of alleged harasser(s) and contact information, if available:**

**Details of the Complaint of Workplace Harassment**

Please describe in as much detail as possible the bullying and harassment incident(s), including: (a) the names of the parties involved; (b) any witnesses to the incident(s); (c) the location, date and time of the incident(s); (d) details about the incident(s) (behavior and/or words used); (e) any additional details. (Attach additional pages if required)

**Relevant Documents/Evidence**

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below

Signature:

Date:

# **VAELCRAFT HOMES (2019) LIMITED**

## **WORKPLACE HARASSMENT AND VIOLENCE**

### **PREVENTION**

### **POLICY AND PROGRAM**

#### **Policy Statement**

Valecraft Homes (2019) Limited (“Valecraft (2019)”) remains committed to ensuring a work environment that is free from harassment and violence and fosters a culture of respect and dignity.

#### **Scope and Application of the Policy and Program**

This policy and program applies to all employees of Valecraft (2019) and to all individuals who attend A Valecraft (2019) workplace including but not limited to clients, visitors, contractors, vendors, and delivery persons.

#### **Definitions**

The term “Workplace” means all places where Valecraft (2019) business occurs and includes:

- The property and buildings owned or leased by Valecraft (2019) (“Company Grounds”);
- Off-site locations where Valecraft (2019) business occurs;
- Functions and recreational or social events sponsored by Valecraft (2019), whether taking place on Company Grounds or elsewhere; and
- Travel for Valecraft (2019) business.

The term “Workplace Harassment” means:

- (a) engaging in a course of vexatious comment or conduct against an employee in a workplace that is known or ought reasonably to be known to be unwelcome,
- (b) engaging in a course of vexatious comment or conduct against an employee 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, or
- (c) 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 employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Examples of Sexual Harassment include, but are not limited to:

- Demands for sexual favours in exchange for employment advantages or threat of withdrawal of employment advantages
- Displays of sexually suggestive images, graffiti or objects including computer displays
- Unwanted comments or inquiries about a person’s body, clothing, sexuality, sexual orientation, sexual conduct or intimate personal relationships
- Unwanted flirtation, sexual propositions or advances
- Unwanted touching, pinching or fondling
- Sexually suggestive or obscene gestures
- Persistent unwanted attention or requests of a sexual nature after a consensual relationship has ended
- Sexist jokes or comments that are insulting, demeaning or derogatory which are either obviously offensive or continue after the speaker is informed to stop or that the comments have caused offence.

The following conduct **DOES NOT** constitute workplace harassment and is not subject to this policy and program:

- The normal and reasonable exercise of supervisory and management rights and responsibilities including, but not limited to, job assignments, working hours, performance reviews, work evaluations and disciplinary action.
- Differences of opinion.
- Minor disagreements between an employee and another person.
- Isolated incidents of rudeness.

The term “Workplace Violence” means:

- (a) The use of physical force by a person against an employee in a workplace that causes or could cause physical injury to the employee. This includes, but is not limited to, punching, hitting, kicking, pushing, or throwing objects to an Employee;
- (b) The attempted use of physical force against an employee in the workplace that could cause physical injury to the employee; or
- (c) A statement or behaviour that is reasonable for an employee to interpret as a threat to exercise physical force against the Employee, in the workplace, that could cause physical injury to the employee.

## **Standard of Conduct**

Valecraft (2019) values the health and safety of its employees and expects that its workplace will be free of workplace violence and workplace harassment. Valecraft (2019) will not tolerate incidents of workplace violence or workplace harassment perpetrated against or by any employee, client, contractor, visitor or any other person at a Valecraft (2019) workplace or involved in Valecraft (2019) business.

Every person at a Valecraft (2019) workplace is responsible for acting in compliance with this policy and program.

With respect to acts of workplace harassment or workplace violence, Valecraft (2019) may, where appropriate:

- Remove the perpetrator from a Valecraft (2019) workplace with or without the assistance of the Police;
- Discipline any employee, up to and including dismissal; and/or
- Report the conduct of any non-employee of Valecraft (2019) to their employer.

All physical assaults involving an employee or occurring at a Valecraft (2019) workplace will be reported to police. Threats of physical violence will be reported by Valecraft (2019) to police as appropriate.

## **Responsibilities and Obligations of Employees**

Employees must:

- Comply with this policy and program at all times to protect themselves and others in the workplace from workplace violence and workplace harassment;
- Immediately notify the Office Manager, the President or the Vice-President of any incident of workplace violence or workplace harassment whether the notifying employee is the person who allegedly experienced harassment or violence in the workplace. If the alleged perpetrator is the Office Manager, immediate notification must be made to the President or Vice-President. If the alleged perpetrator is the President or Vice-President, immediate notification must be made to the Office Manager. In the case of an extreme or imminent threat of physical harm to themselves or any person from workplace violence, the employee should call 911;
- Participate in training regarding this policy and program; and
- Fully cooperate in any investigation of complaints or incidents of workplace violence, workplace harassment or breaches of this policy and program.

## **Summoning Assistance**

Where an act of violence has occurred or is anticipated:

- i. Leave the area immediately, go to a safe location and call for help;
- ii. Call 911;
- iii. Notify a member of senior management immediately;
- iv. Management will ensure that police has been notified and that the perpetrator is removed from its premises and the premises are secured.

Where a threat of violence has occurred:

- i. Do not confront the person(s) making the threat of violence;
- ii. Notify a member of senior management immediately;
- iii. Management will remove or take appropriate measures to have the person who is uttering the threat removed from Valecraft (2019) premises and may contact police.

## **Domestic Violence**

Any employee experiencing violence outside of the workplace (i.e. domestic violence) that may create a risk of danger to themselves or others in a workplace must report such violence to the President, Vice-President or Office Manager so that Valecraft (2019) can take reasonable preventive steps.

## **Measures and Procedures to Control Risks of Violence**

Valecraft (2019) recognizes its obligation to provide information to employees, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if:

- i. The employee can be expected to encounter that person in the course of their work, and
- ii. The risk of workplace violence is likely to expose the employee to physical injury.

Valecraft (2019) will only disclose personal information that is deemed reasonably necessary to protect the employees from physical injury while respecting privacy as much as possible. For example, the information disclosed would allow employees to identify the person with the violent history and, if appropriate, the triggers for their potential aggression.

Incidents of violence or threats of violence must be reported as per this policy and program. If management becomes aware of an outside threat, it will inform employees if warranted.

In the event of an incident of violence, if possible, employees should call 911 using a landline so that the location of the call can be easily identified by emergency personnel.

Employees are not permitted to allow any third-party access to any Valecraft (2019) workplace unless there are at least two (2) employees present at the workplace.

## Procedures for Reporting and Investigating

### How to Report

- All incidents of workplace violence, workplace harassment or reprisal must be immediately reported to the President, the Vice-President or the Office Manager. If the President or the Vice-President is the alleged perpetrator, the report must be made to the Office Manager. If the Office Manager is the alleged perpetrator, the report must be made to the President or Vice-President.
- Any person subjected to workplace violence should, where appropriate, go to a safe location at the workplace before reporting the incident of workplace violence.
- In the event of workplace harassment, where they are comfortable, the employee should inform the harasser that their behaviour is unwelcome and clearly request that the behaviour stop. If the employee is not comfortable confronting the alleged harasser, they should report the workplace harassment as outlined above. The employee reporting workplace harassment should complete the Valecraft (2019) Workplace Harassment form.
- The employee should keep a written record detailing the conduct complained of, including dates, times and, if possible, witnesses.
- If an incident of workplace violence or workplace harassment involves a person who is not a Valecraft (2019) employee but is in the workplace as a result of their work, Valecraft (2019) management will report the incident to that person's employer and/or such other person as Valecraft (2019) determines is appropriate in the circumstances.

### Investigation

- All complaints or incidents of workplace harassment, workplace violence or reprisal will be promptly investigated by senior management of Valecraft (2019) or by a third party retained by Valecraft (2019). Where the perpetrator is a Valecraft (2019) employee, the investigation will be conducted as quickly as possible.
- Valecraft (2019) will, to the extent feasible, maintain the confidentiality of the complaint or incident of workplace harassment or workplace violence on a need-to-know basis (including identifying information about any individuals involved) while at the same time complying with legislation and its obligation to conduct a full and thorough investigation of incidents and/or complaints of harassment or violence. Complete confidentiality is rarely possible and cannot be guaranteed. However, confidential information will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint or is otherwise required by law.
- The investigation will include:
  - (i) A documented interview with the complainant and/or the person who is allegedly experienced harassment or violence in the workplace;
  - (ii) A documented interview with the alleged perpetrator, if such person is an employee of Valecraft (2019);
  - (iii) A documented interview with any witnesses with relevant information to provide; and
  - (iv) Any other step the investigator(s) deems necessary to fully and fairly investigate the complaint or incident.
- All persons involved in the investigation are required to keep matters confidential. Any breaches of this confidence will be treated seriously and employees who discuss a confidential workplace investigation will be subject to disciplinary action, up to and including immediate dismissal.
- At the conclusion of the investigation into an incident or complaint, the investigator will prepare a written report of findings of fact and any suggestions to prevent a recurrence.

## **Investigation (Continued)**

- Where the perpetrator is a Valecraft (2019) Employee and the investigation revealed that workplace violence, workplace harassment and/or reprisal occurred, management will take appropriate disciplinary action. The nature of the disciplinary action will be consistent with the seriousness of the behaviour investigated and may include immediate dismissal.
- In the event of a complaint of workplace harassment, Valecraft (2019) will inform, in writing, the employee who has allegedly experienced workplace harassment and the alleged harasser, if they are a Valecraft (2019) employee, of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation.
- Any information related to a complaint and the investigation into the complaint will be retained by the Office Manager in a secure location that is not accessible to other employees of Valecraft (2019), other than the President or Vice-President (unless of course if they are the alleged harasser). If the Office Manager, President or the Vice-President was the alleged harasser, the information will be retained by a member of senior management in a secure location that is not accessible to other employees of Valecraft (2019) (including the alleged harasser).

## **Reprisal**

This policy and program prohibits any reprisals against employees or individuals who have made a complaint in good faith or who have provided information regarding a complaint or incident of workplace harassment or workplace violence. Employees who engage in reprisals or threats of reprisals will be disciplined up to and including immediate dismissal.

Reprisals can include, but are not limited to:

- Acts of Retaliation;
- Intentionally pressuring a person to not report or ignore incidents;
- Intentionally pressuring a person to lie or provide less than full cooperation with an investigation of a complaint or incident workplace harassment or workplace violence.

An employee who makes a false complaint or otherwise abuses this policy and program may be disciplined up to and including immediate dismissal. Such discipline is not a reprisal or a breach of this policy and program.

# VALECRAFT HOMES (2019) LIMITED

## ANTI-VIOLENCE POLICY

Is committed to providing a work environment in which all Workers are treated with respect and dignity. Violent behavior in the workplace is unacceptable from anyone. Workplace Violence will not be tolerated from any person in the workplace including Customers, Workers and Supervisors, Associates or Business Affiliates. Workers and Supervisors are expected to uphold this policy and work together to prevent Workplace Violence.

Workplace violence can be defined as the exercise of physical force by a person against a Worker, in a workplace, that causes or could cause physical injury to the Worker. It can also include:

- an attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker; and
- a statement or behaviours that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Examples of workplace violence can include, but are not limited to:

- verbally threatening to attack a worker;
- leaving threatening notes at, or sending threatening e-mails to, a workplace;
- shaking a fist in a worker's face;
- wielding a tool in a threatening manner;
- hitting, pushing or trying to hit or push a worker;
- throwing an object at a worker;
- sexual violence against a worker;
- kicking an object the worker is sitting or standing on, such as a bench or ladder

The definition of Workplace Violence is broad enough to include acts that would constitute Offences under Canada's Criminal Code.

Workplace violence is not conditional on an intent to hurt. For example, pushing a Co-Worker who loses balance and falls, injuring himself, would still be considered workplace violence even if the intent was not to hurt the co-worker.

Workers are encouraged to report any incidents of workplace violence to Christine Blais at (613) 837-1104 ext. 214 or email at [cblais@valecraft.com](mailto:cblais@valecraft.com). An investigation into the incident(s) will be undertaken immediately along with any additional steps necessary to resolve the problem.

Valecraft Homes (2019) Limited is committed to investigating reported incidents of workplace violence in a prompt, objective, and sensitive manner, taking necessary corrective action and providing appropriate support for victims. No individual shall be penalized in any way for making a complaint or giving evidence in a workplace violence investigation. Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Every worker must commit to work in compliance with this policy and any supporting program.

Valecraft Homes (2019) Limited, as the employer, will ensure this policy and the supporting program is implemented and maintained. All workers and supervisors will receive appropriate information and instruction on the contents of the policy and program including any changes and/or updates.

If a worker needs further assistance, he/she may contact Christine Blais at (613) 837-1104 ext. 214 or email at [cblais@valecraft.com](mailto:cblais@valecraft.com). Additionally, more information can be found at: <https://www.ontario.ca/page/occupational-health-and-safety-act-ohsa>.

VALECRAFT HOMES (2019) LIMITED

APPENDIX A – ANTI-VIOLENCE COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Description of complaint:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time(s) of occurrence of facts and most recent occurrence:

\_\_\_\_\_

\_\_\_\_\_

Name(s) of alleged harasser(s): \_\_\_\_\_

\_\_\_\_\_

Detailed description of facts:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Frequency: \_\_\_\_\_

Name(s) of witness(es): \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## APPENDIX B - WORKPLACE ANTI-VIOLENCE PROGRAM ELEMENTS

The Workplace Violence Program should clearly indicate the roles and responsibilities of Employers, Supervisors, Workers and others in the measures, procedures and processes.

The program should include the workplace violence definition from the applicable Occupational Health and Safety legislation and should clearly indicate the actions or behaviours that are covered by it.

An assessment of risks arising from the nature of the workplace and the type and conditions of work should guide the development of the workplace violence program. The assessment should take circumstances specific to the workplace and that are common to similar workplaces into account, and the risks should be reassessed as often as is necessary to ensure the related policy and program continues to protect workers.

Specific elements that should be covered include:

- Measures and procedures to control the risks of workplace violence identified in the risk assessment as likely to expose a worker to physical injury.
- Measures and procedures for accessing immediate assistance when workplace violence occurs or is likely to occur.
- Measures and procedures for workers to report incidents of workplace violence to the employer or supervisor.
- How the employer will investigate and deal with incidents or complaints of workplace violence.

In addition to the key elements above, a workplace violence program could also include information to support compliance with legislative requirements, such as: measures and procedures for assessing risks of workplace violence; procedures for reviewing the workplace violence policy and maintaining the workplace violence program; and any specific training plans.

A Workplace Violence Program could also include additional measures, procedures and processes, depending on the circumstances of a particular workplace. The following are examples:

- Posting of a code of conduct for anyone in the workplace, setting out expectations on behaviour in the workplace and consequences of violating those expectations;
- Information about any Employee Assistance Program (EAP) or a “Peer Helper Program” and their role in workplace violence situations;
- Workplace Violence Awareness Training;
- Regular monitoring of the workplace for violence issues.

**AGREEMENT – VALECRAFT HOMES (2019) LIMITED**  
**ANTI-VIOLENCE POLICY**

We are pleased to welcome you to the Valecraft Homes (2019) Limited team.

This is a good opportunity to provide you with a copy of the Anti-Violence Policy, which will help you get off to a good start. The objective is to give you an overview of the business and the human resources practices of our company, and to ensure the efficiency of our operations and the harmony of our team.

All employees, whether seasoned or new, may occasionally need to consult the Anti-Violence Policy. This document is intended as an easy-to-use reference tool containing the answers to your main concerns. Should any of your questions remain unanswered, please feel free to contact Christine Blais at (613) 837-1104 ext. 214.

All the Valecraft Homes (2019) Limited policies are evolving documents that may be adapted as appropriate to reflect cultural and organizational changes as well as the modifications that are constantly being made to government regulations. We Valecraft Homes (2019) Limited are committed to maintaining open and transparent communication with all employees and will provide updated policies (where applicable) in a timely manner.

**ACKNOWLEDGEMENT OF HAVING READ AND UNDERSTOOD THE ANTI-VIOLENCE POLICY.**

I, \_\_\_\_\_, attest that I have read the Anti-Violence Policy and its various components

I acknowledge having received all the relevant information that I need in order to have a good understanding of the content and scope of this policy.

\_\_\_\_\_  
**Employee – Print Name**

\_\_\_\_\_  
**Employee – Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employer – Print Name**

\_\_\_\_\_  
**Employer – Signature**

\_\_\_\_\_  
**Date**