



Workplace Violence & Harassment Policy Statement	Issue Date: January 31, 2018	
	Revision Date: January 22, 2024	
Policy Number: HSMS 13-13	Revision Number: 007	
	 <i>Approved By: President</i>	

The Management of King Paving & Construction Ltd. recognize the potential for workplace violence and harassment and are committed to working with employees to provide a safe and respectful work environment.

The Management of King Paving & Construction Ltd. recognizes the right of workers to work in a violence and harassment free workplace.

The Company does not condone and will not tolerate workplace violence and harassment on Company premises, construction sites, while an employee is conducting Company business at other locations or jobsites, during work related travel or when conducting business by phone, email, or text.

For the purpose of this policy, violence includes, but is not limited to:


- The use of, or attempted use of physical force by a person against an employee in the workplace that causes or could cause physical injury (e.g., hitting, shoving, pushing, or kicking).
- Any threat or behaviour or action directed by or at an employee is interpreted as carrying the potential to harm or endanger the safety of the employee or other (e.g., yelling, threatening language, inappropriate or offensive language, shaking fists, destroying property, or throwing objects).

For the purpose of this policy, harassment includes but is not limited to:

- Workplace sexual harassment as defined by the OHSA.
- Any action that creates a hostile, intimidating, or offensive workplace.
- Engaging in a course of vexatious conduct that is known or ought to be known as unwelcomed.
- Verbal conduct such as derogatory jokes, comments, or slurs.
- Unwanted sexual advances, invitations, or comments.
- Visual conduct such as the posting, displaying or electronic messaging of derogatory and/or sexually oriented posters, pictures, photography, illustrations, or gestures.
- Threats and demands to submit to various acts or activities not associated with one's regular duties and responsibilities of employment.
- Any written, verbal, or physical conduct relating to a person's race, religion, colour, age, sex, national origin, disability, or any other protected basis under applicable federal, provincial, and local law.
- Retaliation for having reported or warned of an instance of harassment and/or discrimination.
- Posting on social media any derogatory comments or photos, in relation to a worker or the Company.

The Company will take whatever steps are appropriate to protect our employees from the potential risks associated with workplace violence and harassment. All employees are expected to comply with this Policy and must make reasonable effort to prevent violent or harassing behaviour.

All employees are expected to report any concerns or complaints. The Company will ensure all employees are educated on violence and harassment including our program, workplace procedures as well as the roles and responsibilities of all parties. A copy of this Policy will be made available in the employee safety manual.

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Management will investigate and deal with all incidents and complaints in a fair and timely manner with the utmost consideration of confidentiality. The Policies and Programs will be reviewed annually and updated as required.

Management must ensure that all measures and procedures outlined in the Policy and supporting programs are carried out in the workplace by all parties.

This Policy prohibits reprisals against employees acting in good faith, who report incidents of workplace violence or harassment or who are involved in an investigation. Management will take all reasonable and practical measures to prevent reprisals, threats, or further violence and/or harassment.

With everyone's commitment and participation, KING will achieve a safe and healthy workplace.

King Paving & Construction Ltd.

John A. Hutter

President

Description of Change(s)	Reason for Change(s)	Date	Revision No.
Created new policy	Annual review	Jan 31, 2018	000
Update policy	Annual review & company name change	Jun 18, 2019	001
Update policy	Annual review	Feb 13, 2020	002
Update policy	To meet COR requirement	Oct 8, 2020	003
Update policy	Annual Review	Jan 25, 2021	004
Update policy	Annual Review	Feb 1, 2022	005
Update policy	Annual Review	Jan 23, 2023	006
Update policy	Annual Review	Jan 22, 2024	007