



A Division of Design Group Staffing Inc.

Ontario Workplace Violence & Harassment Prevention Policy

Allen Professional Search is committed to maintaining a safe and healthy work environment. Managers, supervisors, and all workers, including temporary workers and contractors, are expected to uphold this policy. We will always take appropriate and reasonable steps to protect our workers from potential risks associated with violence and harassment in the workplace. We will not tolerate behaviour that intimidates, threatens, harasses, abuses, injures or otherwise victimizes our employees and contractors. Violent or harassing behaviour in the workplace will lead to penalties up to and including termination.

Definition

Workplace violence and harassment are actions or words that could endanger or harm an employee or result in a reasonable belief that they are in danger. These include verbal or physical harassment, verbal or physical threats, assaults or violence, sexual abuse or statements and any other behaviour that causes others to feel threatened or unsafe. This policy conforms with the Statutes of Ontario, 2009, amendments to the Occupational Health and Safety Act.

Employer Commitment

This policy is endorsed by the executive and senior management of Allen Professional Search ensuring that procedures are in place, employees are informed, appropriate resources are available, regular risk assessments are conducted and program modifications are performed. Executive and senior management will take all reasonable precautions to protect employees from workplace violence and harassment and to ensure that employees are aware of their rights and responsibilities. Any incidents of workplace violence and harassment will be investigated immediately.

Employee Commitment

It is the responsibility of each employee to be aware of and follow procedures that are in place to protect themselves and others from workplace violence and harassment. Employees are required to immediately report all incidents to management. Employees will not be penalized, reprimanded or in any way criticized when acting in good faith bringing forward a complaint or providing information regarding a complaint or incident.

May 10, 2010

Steve Jones, President