

VALECRAFT HOMES (2019) LIMITED

ANTI-VIOLENCE POLICY 2024

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. 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. 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 2024

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 2024

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 2024

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