



## WORKPLACE HARASSMENT POLICY

The management of William Day Construction Limited is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors and workers are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace—a comment or conduct that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. Workplace sexual harassment means:

1. Engaging in a course of vexatious comment or conduct against a worker 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
2. 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 worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

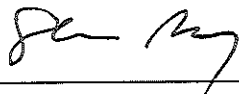
Harassment may also relate to a form of discrimination as set out in the *Ontario Human Rights Code*, but it does not have to. The *Ontario Human Rights Code* prohibits harassment based specific grounds, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Reasonable action taken by the company or supervisor relating to the management and direction of workers or the workplace is not workplace harassment. Management reserves the right to perform performance appraisals, both verbally and written, discipline workers and discuss with employees, unacceptable work practices. Management will not belittle employees.

Workers are encouraged to report any incidents of workplace harassment. Workers are not to be penalized or disciplined for reporting an incident or participating in an investigation involving workplace harassment, false reports may be viewed as harassment against the other employee. All reports should be made formally to your supervisor. Those not wishing to speak to their supervisor should talk to Don Campbell. If a worker needs further assistance, he or she may contact a member of the JHSC, a safety representative, the Human Rights Legal Support Centre or the company employee assistance program through Alison Taylor. Third party assistance in investigating the complaint will be made available if an employee feels that this may be required to resolve the issue or ordered by the Ministry of Labour.

Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner. 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. During the investigation, the employee may be asked if the other party can be invited to a meeting to discuss the matter openly, it is your right to deny the request, although the other party has the right to know that there is a complaint about their conduct.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal of Ontario on a matter related to Ontario's Human Rights Code within one year of the alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

Signed:   
**Shawn Day**  
**General Manager**

Date: JAN. 1/2019