

# Workplace Violence and Harassment Policy

The Port of Stephenville is committed to maintaining a workplace in which all employees are treated with respect and dignity. Every employee is entitled to employment free of violence and sexual harassment. As such, the Port shall make every reasonable effort to:

- *Provide a safe, healthy and violence-free workplace, free from sexual harassment;*
- *Provide sufficient attention, resources and time to address factors that contribute to workplace violence or harassment;*
- *Communicate information about factors contributing to workplace violence or harassment;*
- *Assist employees who have been exposed to workplace violence or harassment.*

**Workplace harassment** is defined as the improper conduct of an individual that is directed at and offensive to another individual in the workplace. It comprises objectionable act(s) or comment(s) that demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threat.

**Workplace sexual harassment** refers to any conduct, comment, gesture or contact of a sexual nature that causes offence or humiliation to any employee or that may be perceived by that employee as placing a condition of a sexual nature on employment, opportunity for the training or promotion.

**Workplace violence** is any action, conduct, threat, or gesture of a person towards an employee in their workplace that can reasonably be expected to cause harm, injury, or illness to that employee.

The Port prohibits the use, sale, or storage of weapons on Company or Client owned assets unless agreed through an approved management of change. Examples of weapons include, but are not limited to, firearms, explosives (including fireworks), air guns, pellet guns, BB guns, paint guns, crossbows, long bows, swords, martial arts weapons, prohibited blades, combat knives, brass knuckles, replica, or imitation firearms including toys and any other prohibited device as defined by the Criminal Code of Canada.

Incidents of violence and/or harassment will not be tolerated in our workplaces. Employees are responsible to report circumstances when they feel or believe another person was threatened, harassed, or intimidated. This can be done formally through completing an incident report, or through the Horizon Integrity App or informally through any means comfortable to the complainant. All concerns will be investigated in a fair, considerate and timely manner. Acts of workplace violence or harassment shall be subject to disciplinary action, up to and including dismissal.

Except for where disclosure is necessary for the purposes of the investigation, taking disciplinary action, or for protecting the safety of the individual, the details of the circumstances surrounding the report shall remain confidential.

The Port recognizes that employees are entitled to seek support and assistance from the Office of Human Rights or seek any other legal avenues that may be available to them.

Rev 1

 \_\_\_\_\_ July 1, 2023  
Signature Date