

## Labour Source Workplace Violence Policy

Labour Source is committed to the prevention of workplace violence. Any act of violence committed by or against any member of our workforce is unacceptable conduct that will not be tolerated. A worker that subjects another worker, client, or other person to workplace violence may be subject to disciplinary action up to and including termination.

Labour Source will take reasonable and practical measures to prevent violence and protect workers from acts of violence. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

Workplace violence is:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

There is a workplace violence program that addresses risk assessment and control, summoning immediate assistance, reporting procedures, and investigation process. If you witness or are a victim of workplace violence, get away from the violent situation then contact a supervisor, client Security or 911 if necessary. Seek medical attention if required. Once immediate danger of violence has passed, report the situation to a supervisor, Human Resources at the client company or Labour Source.

All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats immediately to a supervisor, Human Resources at the client company or Labour Source.

Labour Source will investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner.

Incidents of workplace violence that occur at a client company will be investigated by the client company. Labour Source is committed to assisting employees and the client company in all aspects of the prevention and investigation of such incidents.

Signed \_\_\_\_\_

Dated \_\_\_\_\_