



**2016**

## **Workplace Violence and Harassment Policy**

Trade-Mark strives to provide an environment that is free from Workplace Violence and Harassment. The purpose of this policy is to clearly communicate to all employees Trade-Mark's commitment to preventing workplace violence and to provide an overview of unacceptable behavior, follow-up and consequences of that behavior. TMI recognizes that all workers have the right to work in a violence and harassment free work environment.

Violence and harassment in the workplace is an Occupational Health and Safety concern and it can result in physical and emotional harm. Trade-Mark will exercise due diligence and take all reasonable precautions to prevent and eliminate harassment and violence in the workplace.

Engagement and co-operation between all levels of the company is essential if we are to meet our objective of maintaining a workplace free of violence and harassment. Accordingly each person is expected to be fully engaged in advancing that goal by adhering to the policies, rules, requirements and guidelines set out by the company and all applicable statutory requirements.

All instances of workplace violence and harassment must be reported to your supervisor, manager or H&S Coordinator. In urgent circumstances of potential or actual workplace violence of a serious nature, the matter may be reported directly to the police. All reports of workplace harassment and/or violence will be investigated by management. Violations of the Violence and Harassment in the Workplace Policy will be grounds for progressive discipline up to and including termination.

This policy will be communicated to all employees annually at the general safety meeting and also upon hiring of a new employee.

This policy will be reviewed annually by Trade-Mark's management and the health and safety committee.

  
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Russ Straus - President

Aug 25, 2015  
Date