



BRT Group - Human Resources Policy Manual

Policy Title:	Workplace and Violence Harassment Prevention	Policy Number:	1.3
Effective Date:	May 1, 2017	Revision Number: Replaces:	New Policy
Prepared By:	Human Resources	Approved By:	President

1.3.1 Zero Tolerance and Corrective Action

BRT Group does not tolerate any harassment or violence in the workplace perpetrated by or against employees, customers, vendors or other third parties.

In the event of harassment or violence against any employee in the workplace, BRT Group will take all measures needed to protect workers and to ensure a safe, healthy and respectful workplace. In accordance with this Policy, where the perpetrator of such harassment or violence is an employee, appropriate corrective or disciplinary action will be taken, up to and including termination for cause, in accordance with Company policy.

Retaliation or reprisals are prohibited against any employee who has filed a complaint under this Policy, or has provided information regarding a complaint. Any retaliation or reprisal is subject to immediate corrective action, up to and including termination.

1.3.2 Confidentiality

BRT Group recognizes that individuals may find it difficult to come forward with a complaint because of concerns regarding confidentiality. Therefore, all complaints concerning workplace harassment or violence, as well as the names of parties involved, shall be treated as confidential as much as possible. BRT Group has an obligation to conduct an investigation into the complaint which may require limited disclosure. If there is a finding of improper conduct that results in disciplinary action, it will be reflected only in the file of the person who engaged in such conduct, in the same way as any other disciplinary action. We may be required to disclose certain information for the purposes of investigating a complaint, taking corrective action, or meeting other legal requirements to inform



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the person initiating a complaint, or the alleged harasser, of the outcome of any investigation or corrective action that has been taken.

1.3.3 Employee Responsibility

This policy applies not only during working time, but to any activities on or off of Company premises which could reasonably be associated with the workplace (e.g., at a customer facility or social event).

Employees are responsible for informing their Manager of any harassment or violence they experience or witness. This includes issues in the employee's non-work life (*for example, domestic violence*) that might impact the employee's or a co-worker's safety in our workplace.

Employees are responsible for attending any training or information sessions provided by the employer to increase awareness and reduce the risk of harassment and violence in the workplace.

Employees are expected to co-operate with the police, any Company-appointed investigators or other authorities as required during any investigation related to workplace harassment and violence.

1.3.4 Managerial Responsibility

Managers are responsible for minimizing the risk of harassment or violence where reasonably possible, and for ensuring employees are aware of and trained to:

- recognize harassment and violence;
- follow the procedures and policies developed to minimize risk;



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- respond to incidents appropriately; and
- report and document such incidents.

Managers are responsible for providing a work environment that is free from harassment and violence. This responsibility includes actively promoting a positive, harassment and violence-free work environment and intervening when problems occur.

Managers are responsible for ensuring proper medical care is provided to anyone involved in an incident and for securing the safety of employees, before investigating the incident or taking reports.

Managers are responsible for co-operating with police, Company-appointed investigators or other authorities, as required during any investigation related to workplace harassment or violence.

1.3.5 Definitions of Violence and Harassment

Workplace Violence includes:

- The exercise of physical force by a person against a worker (or an attempt to do so), in a workplace, that causes or 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. Examples of Violence in the Workplace include:
 - Initiating a physical attack (hitting, shoving, pushing or kicking).
 - Sexual assault
 - Inflicting property damage, vandalism, or sabotage.
 - Domestic violence that comes into the workplace



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Workplace Harassment includes:

- Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or
- Workplace Sexual Harassment, defined as:
 - (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expressed, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
 - (b) 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.

Examples of Harassment in the Workplace include:

- Sexual harassment
- Threatening behaviour such as shaking fists, destroying property or throwing objects.
- Verbal or written threats - any expression of intent to inflict harm.
- Any behaviour that demeans, embarrasses, humiliates, annoys, or alarms a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities.
- Verbal abuse - swearing, insults or condescending language.
- Spreading malicious rumours or gossip.



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1.3.6 Properly Exercised Supervision & Performance Management

Properly exercised supervisory and instructional responsibilities by supervisors and managers do not constitute harassment, discrimination, bullying or disrespectful behaviour. Performance appraisals, counseling, corrective action, discipline and the proper enforcement of high standards, provided that such standards are not arbitrary and are applied in a non-discriminatory manner, are not contrary to this Policy.

1.3.7 Reporting an Incident

Each and every incident of harassment and/or violence in the workplace shall be reported immediately to a manager, with a report copied to the President. Management shall investigate the incident immediately with the assistance of the appropriate parties (this includes any employees who were present at the time, their reporting managers, the President, and law enforcement personnel if appropriate).

The acting Manager shall immediately make the appropriate inquiries of the victim and/or witnesses to organize an investigation.

1.3.8 Investigation

Investigations will be initiated in confidence as soon as possible and completed within ninety (90) days of being reported. The following procedure will be followed:

- First ensure the safety of employees and him/herself;
- Ensure proper medical treatment is provided or sent for (where appropriate);



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- Contact the authorities as soon as possible (police or Ministry of Labour, where appropriate), to report the incident;
- Contact the President as soon as possible, to assess who should be involved in the investigation;
- Conduct a thorough investigation, keeping detailed notes of facts, times, witnesses, and witness accounts. If appropriate, retain an independent Investigator to review and inquire into the matter. An independent investigator will be retained in instances where the alleged assailant/harasser would otherwise be appointed as investigator, or where the internal-investigator reports to the alleged assailant/harasser;
- As soon as possible after the completion of the investigation write, and submit a detailed report of the incident to the President (or instruct an independently appointed Investigator to do so).
- The outcome of the investigation will be reported to the complainant in summary form within ten (10) days of the investigation being completed. This will include a summary of the investigation's findings, and certain details of any corrective action taken. If the alleged assailant/harasser is also an employee, similar information will be provided to that employee also.

1.3.9 Final Steps

All complaints shall be handled in a confidential manner. Information concerning a complaint, or action taken as a result of the investigation, will not be released to anyone who is not involved with the investigation.



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Corrective action for violations of this policy will take into consideration the nature and impact of the violations, and may include a verbal or written reprimand, suspension (with or without pay) or termination (with or without notice). Similarly, deliberately false accusations are of an equally serious nature and will also result in disciplinary action up to and including termination without notice for just cause. Note, however, that an unproven allegation does not mean that harassment did not occur or that there was a deliberate false allegation. It simply means that there is an insufficient evidentiary basis to proceed or that while the complainant may have genuinely had reason to believe that there was harassment, investigation has not borne out the complaint.

(signature)

President

(to be reviewed annually)

Date

See Appendix 1.3 (a) on next page: Harassment / Violence in the Workplace Report Form



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BRT GROUP HARASSMENT / VIOLENCE IN THE WORKPLACE REPORT FORM & INVESTIGATION PLANNER

Name of investigator:

Date of investigation:

A. Background Information

Who are the people involved? Who reported and when?

1. Name of person who reported workplace harassment
2. If not the same person as above, name of person who allegedly experienced workplace harassment
3. Date complaint/concern raised and how
4. Name of worker(s) (complaining or possibly exposed to workplace harassment): Position/Department
5. Name of respondent(s) (alleged harasser); Position/ Department
If not a worker – provide details

B. Investigation Plan

Plan and conduct the investigation:

1. Obtain the worker(s) concerns of harassment in writing, if possible. Assistance should be provided in completing the form where necessary.



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2. An investigator needs to interview the worker who allegedly experienced workplace harassment and the alleged harasser (if a worker of the employer). If the alleged harasser is not a worker of the employer, the investigator should make reasonable efforts to interview him or her.
3. Make a list of possible relevant witnesses. The worker who allegedly experienced workplace harassment and the alleged harasser should be asked for names of any relevant witnesses.
4. Interview relevant witnesses. Ask specific questions about what they have observed, are aware of or have personally experienced. If the witnesses are not workers of the employer, the investigator should make reasonable efforts to interview those witnesses.
5. Collect and review relevant documents from the worker, alleged harasser, witnesses and the employer.
6. Take detailed notes.
7. Keep the investigation confidential. Instruct the worker who allegedly experienced workplace harassment, the alleged harasser and witnesses not to talk to others about the investigation unless it is necessary, for instance, to obtain advice or counseling.

C. Worker(s) Concerns/Workplace Harassment Allegations

When did the incident(s) occur? Confirm date of first incident and any subsequent behaviours or conduct. Note that recalling events of harassment can be stressful for the complainant.

Date of first incident:

Date of last incident:

Date of other incident(s):

D. Alleged Harasser(s) Response

The alleged harasser(s) will likely need details of the allegation of harassment to be able to respond.



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E. Interview Relevant Witnesses

List witnesses. Interview relevant witnesses and make notes.

F. Collected documentation

List the documents collected for the investigation and how or from whom they were obtained.

G. Investigation Result(s)

The investigator's summary report should set out who was interviewed, what evidence was obtained and an analysis of the evidence to determine whether workplace harassment occurred.

Summary of key evidence:

Recommended next steps:

Report provided to: