



## **WORKPLACE VIOLENCE POLICY**

The management team of Altitude Window Cleaning Inc. is committed to providing a work environment, in which all individuals are treated with respect and dignity. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Workplace violence will not be tolerated from any person in the workplace. All employees of this company are expected to follow this policy, on company premises, or while an employee is conducting company business at other locations. Any act of violence committed by or against any employee is unacceptable and will be subject to Altitude Window Cleaning Inc.'s discipline policy and/or legal action.

For the purpose of this policy, violence includes but is not limited to:

- The use of, or attempt to use, physical force by a person against an employee, in the workplace, that causes or could cause physical injury. For example: hitting, shoving, pushing, or kicking.
- Any threat, behaviour or action directed at an employee and interpreted to carry the potential to harm or endanger the safety of the employee. For example: threatening language, shaking fists, destroying property or throwing objects.

Management will investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner. The policy will be reviewed and updated, if required, annually.

Workers are expected to comply with this policy and to report any concerns or complaints to their supervisor.

This policy prohibits reprisals against employees, acting in good faith, who report incidents of workplace violence or who are involved in an investigation. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence.

With everyone's cooperation, Altitude Window Cleaning Inc. will continue to be a safe and healthy workplace.

Trenton Burke  
*Director, Altitude Window Cleaning Inc.*

Employee initials \_\_\_\_\_