



PORT OF SAINT JOHN EMPLOYERS ASSOCIATION
RESPECTFUL WORKPLACE AND ANTI-HARASSMENT / VIOLENCE POLICY
DEVELOPED JOINTLY WITH THE PORTWIDE SAFETY COMMITTEE
(APPLICABLE PARTNER SOR/2020-130)

COMMITMENT

The Port of Saint John Employers Association (PSJEA), with the assistance of the Portwide Safety Committee, are committed to maintaining a workplace that is safe, healthy, respectful, and free from harassment and violence. Together, we will work proactively to prevent harm, address risks, and ensure every worker is treated with dignity.

As an employer, the Port of Saint John Employers Association (PSJEA) is legally bound to provide a safe and healthy workplace that is free of violence, harassment and discrimination. Harassment is a form of discrimination and is prohibited by law. Harassment, as defined by the Canada Labour Code, is any action, conduct, or comment, including of a sexual nature, that could reasonably be expected to cause offence, humiliation, or other physical or psychological injury or illness to an employee. Being subjected to unwelcome verbal, visual, or physical conduct is related to the 11 grounds of discrimination prohibited by law; these are sex, age, race, national or ethnic origin, colour, religion, disability, marital status, family status, sexual orientation, or conviction for which a pardon was granted.

Achieving a respectful workplace free of harassment requires the active involvement of all employees. All employees have a duty to treat each other with respect and avoid harassing behaviours, and every leader has a duty to enforce this policy and respond appropriately to harassment and disrespectful conduct.

The objective of this policy is to provide guidance on the kinds of behaviour that constitutes harassment, and to identify a process available to employees and leaders to assist with addressing harassment and disrespectful conduct. This Policy is enacted in accordance with the **Workplace Harassment and Violence Prevention Regulations (SOR/2020-130)**.

POLICY

The following describes the PSJEA's (the 'Company') policy on harassment as it pertains to all employees, regardless of classification, management or non-management, as well as all non-employees at the workplace.

Every employee is entitled to employment free of harassment; therefore, the Company will make every reasonable effort to ensure that no employee is subjected to harassment. The Company recognizes and supports the policy guidelines on harassment as established by the Canadian Human Rights Act.



Personal Harassment – any behaviour that demeans, embarrasses, humiliates, intimidates, annoys, alarms, excludes, isolates or verbally abuses a person and that is known or would be expected to be unwelcome.

Bullying is a type of personal harassment. Bullying is usually seen as acts or verbal comments that could 'mentally' hurt or isolate a person in the workplace. Bullying can involve unwelcome physical contact as well. Bullying usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade or humiliate a particular person or group of people.

Sexual Harassment – includes any conduct, comment, gesture or contact of a sexual nature that is likely to cause offense or humiliation and that is known or ought reasonably to be known to be unwelcome. Sexual harassment can be unwelcome sexual advances, requests for sexual favours or other unwelcome verbal or physical conduct of a sexual nature that detrimentally affects the work environment. It may include the expression of sexist attitudes or language.

Workplace Violence – is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment. Workplace violence includes:

- Threatening behaviour - such as shaking fists, destroying property or throwing objects.
- Verbal or written threats - any expression of intent to inflict harm.
- Verbal abuse - swearing, insults or condescending language.
- Physical attacks - hitting, shoving, pushing or kicking.

Rumours, swearing, verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, theft, physical assaults, psychological trauma, anger-related incidents, rape, arson and murder are all examples of workplace violence.

HARASSMENT MAY INCLUDE:

- Speaking in a way that is abusive or threatening
- Creating a toxic work environment
- Displaying pornographic, racist, or other offending or derogatory pictures
- Remarking inappropriately about a person's body, dress, age, religion or other personal characteristics through jokes, innuendo, taunts, leering, or unwelcome gestures
- Displaying condescension or paternalism that undermines someone else's self respect
- Making unnecessary / unwelcome physical contact including touching, patting, or pinching
- Inappropriate use of authority
- Assaulting another person physically
- Undermining or deliberately impeding a person's work
- Tampering with a person's personal belongings or work equipment
- Internet Harassment / Cyber Bullying



- Spreading rumours or gossip about an individual or group
- Playing unwanted practical jokes
- Socially excluding or isolating someone
- Microaggressions, or subtle acts of exclusion
- Public ridicule or discipline
- Threats made in person, by phone, email, or through another medium

Harassment can be direct or indirect, obvious or subtle, physical or psychological. It can occur in many ways, such as through spoken words, text, gestures, and images.

Even if an individual did not harass someone on purpose (with intent), their behaviour can still be harassment. The question is whether a reasonable person would have known that the behaviour in question was unwelcome.

Note: engaging in any of the actions, conduct and comments outlined above against a person because of that person's:

- | | |
|-----------------------------|---------------------------------|
| • race | • marital status |
| • national or ethnic origin | • family status |
| • color | • genetic characteristics |
| • religion | • disability |
| • age | • sexual orientation |
| • sex | • gender identity or expression |

Is a direct violation of the *Canadian Human Rights Act*.

NON-HARASSING BEHAVIOUR MAY INCLUDE:

- Respectful disagreements
- Assign work, and direct how and when it should be done
- Constructive criticism
- Appropriate coaching, counseling or discipline by management
- Fair and consistent management of employees

RISK FACTORS

Employees may be more vulnerable to harassment and violence at work due to a variety of work-related conditions, interactions, and processes. The following broad categories can be used to group these factors: characteristics of the workforce, workplace activity and culture, the physical environment, work-related issues, and other external factors.

- Individuals being angry and frustrated with the system such as dispatch, collective agreement, training, overall rules, regulations, or company procedures.
- Individuals with a history of violence and/or abuse



- Being under the influence of drugs or alcohol
- Discriminatory attitudes and behaviors
- Working alone
- Working during periods of intense organizational changes (strikes, collective bargaining, restructuring)
- Tight deadlines, time obligations leading to high stress
- Working in an environment with high noise levels
- Verbally abusing co-workers or management
- Lack of control over how work is done
- External factors: family or domestic violence

ROLES AND RESPONSIBILITIES

The Company will approach each inquiry with the ultimate goal of maintaining a respectful workplace free of harassment. In some cases this will require a formal investigation. In other cases, the issue may be successfully resolved without a formal investigation, and where the employee agrees, the Company will work with all affected parties to ensure that a respectful workplace is restored and/or maintained, through education, coaching, conciliation, negotiated resolution and other means. The appropriate level of management to address any concerns will be engaged in the process and will ultimately be responsible to deal with the outcome of any formal complaint.

Employees Responsibility – All employees have the responsibility to treat each other with respect, and to speak up if they or someone else is being harassed. All employees have a responsibility to report harassment to the appropriate person. All employees are responsible for respecting the confidentiality of anyone involved in a harassment complaint. Any employee who believes they have been subjected to harassment, as outlined in this policy should:

- **Speak up** - If you believe you are being harassed, speak up right away. If possible, tell the person that you are not comfortable with their behaviour, and want it to stop. Usually, that will be all you need to do. You can speak to them directly or write them a letter (date it and keep a copy). In addition, tell someone you trust what is going on.
- **Keep notes** – Record all unwelcome or harassing behaviour. Write down what has happened, when, where, how often, who else was present, and how you felt about it. Write down every instance of harassment.
- **Report it** – If the harassment continues, the employee is to inform their Supervisor/Foreman of the allegation and the facts surrounding the incidents of the harassment. If for some reason you are unable to report the harassment to your Supervisor/Foreman, talk to your union representative, or the police (for a case of sexual or physical assault). Once the person reports



the harassment, the designated recipient will ask questions such as what happened, when, where, how often and who else was present and will keep notes of this conversation.

- Seek Support – Employees may also seek assistance through the Company's Employee & Family Assistance Program (EFAP). Available 24 hours a day, 7 days a week at **1-800-663-1142**, International (call collect) **1-604-689-1717** or www.homewoodhealth.com.

Management Responsibility – Each manager and supervisor is responsible for fostering a safe working environment, free of harassment and violence. Managers must set an example for appropriate workplace behaviour and must deal with situations of harassment immediately upon becoming aware of them, whether or not there has been a complaint. Any manager receiving a complaint should contact the PSJEA designated recipient for assistance in handling any harassment complaint. Further, management is responsible for:

- ensuring that the *Respectful Workplace and Anti-Harassment/Violence Policy* is applied in a timely, consistent and confidential manner;
- determining whether allegations of harassment are substantiated **pursuant to an investigation of such a complaint**; and
- determining what corrective action is appropriate where a harassment complaint has been substantiated.
- Communicating the process for investigating and resolving harassment complaints made by employees;
- Dealing with harassment situations immediately upon becoming aware of them, whether or not a harassment complaint has been made;
- Taking appropriate action during a harassment investigation, including separating the parties to the harassment complaint, when appropriate
- Ensuring harassment situations are dealt with in a sensitive and confidential manner.
- Prepare clear and concise documentation of the situation
- Deciding on appropriate course of disciplinary actions, if necessary
- Recommending appropriate policy and procedure changes

Designated recipient (the Harassment and Violence Prevention (HVP) Unit) responsibilities -

Under this policy, the Harassment and Violence Prevention (HVP) Unit will act as the designated recipient.
[Jen Brun and Jennifer Gots]

- Receive the notice of occurrence (complaint) – 7 days to complete initial contact.
- Complete the initial review process:
 - Reviewing the notice of occurrence to make sure it is complete and that it contains the name or identity of the principal party and the responding party (if known), the date of the occurrence and a detailed description of the occurrence.



- Determining if a party or witness requires support or services.
- Determining what, if any, steps should be taken immediately to reduce or diffuse the situation from becoming worse (e.g., move one party from the area, suggest always being with another person if interaction between parties must occur, provide security, etc.)
- Informing the parties of their roles and rights, including legislation, collective agreements, human rights, and other options.
- Interview the principal and responding parties and examine all pertinent information and facts
- Direct and lead the resolution process
- Communicating the process for investigating and resolving harassment complaints made by employees.
- Complete investigations and interviewing all witnesses
- Complete workplace assessments
- The administration of this policy
- Reviewing this policy every three (3) years, or as required; and
- Making any necessary adjustments to ensure this policy continues to meet the needs of the organization. All revisions will be developed in consultation with Management's applicable partner under the Regulations, the Joint Health and Safety Committee.

In the event that a member of the HVP Unit is identified as the responding party in a Notice of Occurrence, the Notice will be referred to the PSJEA Board of Directors to ensure the absence of any conflict of interest. The Board of Directors of the PSJEA becomes the Designated Recipient for the Purpose of the Policy in this scenario

Portwide Safety Committee (Applicable Partner) Responsibilities – In support of maintaining a safe, respectful, and violence-free workplace, the Portwide Safety Committee plays a key role in preventing harassment and violence. To fulfill this responsibility, the Committee will:

Joint Leadership Responsibilities

- **Jointly develop** this policy and all future revisions
- **Jointly conduct** workplace assessments (s.5)
- **Jointly identify** risk factors (s.8)
- **Jointly develop** preventive measures (s.9)
- **Jointly develop or select** training (s.12)
- **Jointly develop and review** emergency procedures (s.11)
- **Jointly determine** which of the recommendations set out in the report are to be implemented (s.31)
- **Jointly review** the policy every 3 years or sooner if required



Oversight Responsibilities

- Monitor implementation of preventive measures
- Review trends, data, and risk indicators from all parties
- Recommend improvements to PSJEA
- Ensure worker voices are represented in all joint processes

Workplace Assessment

The workplace assessment is a joint responsibility of PSJEA and the Portwide Safety Committee.

Together, they will:

- Identify internal and external risk factors
- Consider and review workplace culture, conditions, activities, organizational structure, physical workplace design, relevant reports and data, and factors external to the workplace that may contribute to harassment and violence
- Develop preventive measures
- Implement measures within 6 months, where feasible.
- Monitor effectiveness and update as needed

A full joint review will occur at minimum every **three years**, or sooner if required under s.6.

Preventive Measures

Preventive measures will be jointly developed with the Portwide Safety Committee and will:

- reduce identified risks
- avoid creating new risks
- be implemented according to a jointly developed plan

While it is acknowledged that the aforementioned responsibilities are to be performed jointly by the Employer and the Portwide Safety Committee, should the parties at any time be unable to agree upon any matter that is to be done jointly by them pursuant to the Work Place Harassment and Violence Prevention Regulation and/or this Policy, that the Employer's decision with respect to such a matter shall prevail pursuant to section 2 of the aforementioned Regulation. The Employer reserves its rights pursuant to section 2 of the Regulation notwithstanding that it may take actions jointly with the Portwide Safety Committee from time to time.

COMPLAINT PROCEDURE

The Company will approach each inquiry with the ultimate goal of maintaining a respectful workplace free of harassment. In some cases this will require a formal investigation. In other cases, the issue may be successfully resolved without a formal investigation, and where the employee agrees, the Company will work with all affected parties to ensure that a respectful workplace is restored and/or maintained, through education, coaching, conciliation and other means. The appropriate level of management to



address any concerns will be engaged in the process and will ultimately be responsible to deal with the outcome of any formal complaint.

STEPS IN THE PROCESS

1. ADDRESS THE BEHAVIOUR (IF APPROPRIATE)

Where reasonable and safe to do so, the individual is encouraged to inform the Responding Party that their conduct, actions, or comments are unwelcome and must stop.

2. REPORT THE CONCERN

The complaint must be reported to the designated recipients (HVP Unit) at the PSJEA and/or to the employee's direct manager, where appropriate.

Submissions accepted:

- In writing.
- Anonymously – this can only be completed by a **witness**.

3. NOTICE OF OCCURRENCE FORM

The Notice of Occurrence Form must be completed and submitted to one or both members of the HVP Unit.

Where a complaint is submitted anonymously by a witness, the following minimum information is required in order to proceed with an initial review:

- Name of principal party and Responding Party (if known);
- Date of Occurrence
- A detailed description of the incident

4. INITIAL REVIEW

Once **all** required information has been received, an initial review will be completed within **seven (7) days**. A member of the HVP unit will contact the Principal Party to confirm receipt of the Notice of Occurrence.

5. FOLLOWING THE INITIAL REVIEW

a) Meeting with the Principal Party

The HVP unit will meet with the Principal Party to review the Notice of Occurrence in greater detail and gather additional facts and context.



b) Notification to the Responding Party

Where appropriate, the Responding Party will be notified that they have been named in a Notice of Occurrence and will be provided sufficient details of the allegation(s) to allow them to understand the concerns and provide a response.

c) Meeting with the Responding Party

The HVP unit will meet with the Responding Party to obtain their response to the allegation(s) and gather relevant information and context.

d) Follow Up Meeting with the Principal Party

The HVP unit will meet with the Principal Party to clarify evidence, address new information and discuss resolution options.

6. RESOLUTION OPTIONS

Resolution may include one or more of the following:

- Negotiated Resolution;
- Conciliation (where both parties agree);
- Formal Investigation; or
- A joint determination that the occurrence does not describe an action, conduct or comment that constitutes *harassment and violence* as defined in subsection 122(1) of the Act.

The appropriate resolution pathway will be determined based on the circumstances of the occurrence and in compliance with the **Workplace Harassment and Violence Prevention Regulations (SOR/2020-130)**

7. OUTCOME AND CORRECTIVE ACTION

Upon conclusion of the resolution process, the company will determine and implement any appropriate corrective, administrative or disciplinary measures.

All matters will be addressed in a manner that protects confidentiality, procedural fairness, and compliance with the regulations.

RESOLUTION PROCESS

In accordance with section 23(1) of the Regulations, the employer or designated recipient (HVP unit), the Principal Party, and, if contacted under section 22, the Responding Party, must make every reasonable effort to resolve the occurrence.

Resolution efforts must commence no later than forty-five (45) days after the day on which the complete Notice of Occurrence was received.



1. **Negotiated Resolution (23)** – Negotiated resolution is a form of informal resolution where the principal party meets with the designated recipient to: discuss the occurrence, clarify what was submitted in the notice of occurrence, and attempt to reach resolution.

Reasonable Effort includes a review by the principal party and the employer or designated recipient to determine whether the notice of occurrence provided under subsection 15(1) describes an action, conduct or comment that constitutes harassment and violence as defined in subsection 122(1) of the Act. This review forms part of the “Reasonable Effort” requirement under section 23 of the Regulations.

Joint Determination - resolution of the occurrence includes, but is not limited to, a joint determination by the principal party and the employer or designated recipient that the notice of occurrence provided under subsection 15(1) does not describe an action, conduct or comment that constitutes *harassment and violence* as defined in subsection 122(1) of the Act.

2. **Conciliation (24)** – Informal process where both principal and responding parties agree to attempt to resolve the dispute through mediation with a neutral party facilitating. The conciliator may or may not be another member of the organization, as long as both parties agree upon the individual.
3. **Investigation (25)** – When no resolution is found through negotiated resolution or conciliation and when requested to do so by the principal party, an investigation must occur. Notice will then be provided to both the principal party and the responding party that an investigation will proceed. The Harassment and Violence Prevention (HVP) unit will carry out the investigation, or, where appropriate due to the scope or complexity of the matter, or a conflict of interest exists management may engage a qualified third-party investigator to complete the investigation. Once completed, a report will be presented to the employer and the HVP unit that provides a general outline of the occurrence, conclusion and recommendations to eliminate and prevent similar incidents occurring in the future.

For greater certainty, if the occurrence proceeds with a formal investigation, resolution under section 23 or 24 is no longer available once the investigator has provided their report pursuant to subsection 30(1) of the Regulations.

PRINCIPAL PARTY’S CHOICES

As per **section 18** of the regulations - the principal party may end the resolution process at any time by informing an employer or designated recipient that they choose not to continue with the process. **ONLY** the principal party can stop the resolution process.

INVESTIGATORS

For all intents and purposes, the HVP Unit will serve as the investigators for a Notice of Occurrence, unless a conflict of interest is identified or deemed appropriate due to scope and complexity. In such cases where the PSJEA board of directors is acting as the designated recipient, should the matter move



to an investigation, the board of directors will appoint an investigator from the list of agreed upon third party investigators below.

AGREED UPON THIRD PARTY INVESTIGATORS

A third-party investigator may only be a person from among those whom the Canadian Centre for Occupational Health and Safety identifies from the “Roster of Investigators” established to support the Workplace Harassment and Violence Regulations

Registry is accessed online: <https://investigator-enqueteur.ccohs-cchst.ca/#/>

REPRESENTATION

At any time during the resolution process, an employee may be accompanied or represented by a:

- union representative
- friend
- partner
- colleague, or
- person of their choosing

Maximum of up to 2 individuals.

SUBSTANTIATED COMPLAINTS

When the allegation of harassment is substantiated, the following actions will be taken:

- Advise the harasser the behaviour is not tolerated and direct the harasser to stop the harassment without any repercussions to the victim;
- Discuss the seriousness and the effects of the offense with the harasser.
- Administer the appropriate next steps, which may result in disciplinary action.

DISCIPLINARY ACTION

Corrective action for harassers will include any of the following, depending on the nature and severity of the harassment:

- a written reprimand;
- a suspension, without pay;
- a dismissal.
- Criminal charges could be laid in combination with the above-listed actions.



EMERGENCY PROCEDURES

If a harassment and violence occurrence pose an immediate danger to the health and safety of an employee, or if there is a threat of such an occurrence, please call 911 for emergency services (police, fire and ambulance) and then please contact your employers safety representative then a member of the HVP unit [Jen Brun and/or Jennifer Gots]. Employees can also contact the Employee Assistance Program (EAP) at **1-800-663-1152**.

Immediate Threat

- Call 911
- Be as specific as possible, including location of the threat, how many persons are involved and the identity of the person(s) involved
- Provide guidance to the emergency responders as to the best way to approach the emergency location
- Get out of the area and away from the immediate threat (if possible).
- If leaving would expose you to harm, “barricade-in-place” by closing and barricading work area (office, storeroom, control room, shop area, etc.) doors and seek cover within your immediate area. Stay in place until the “all clear” signal is given or as instructed by emergency responders.
- Notify as many other people as possible of the threat without further exposing yourself

Violence committed in the workplace

If you **witness** or **experience** violence at work:

- Stay calm
- remove yourself from the situation (if you can)
- avoid saying or doing anything that could aggravate the situation further
- inform your manager or seek help from a co-worker immediately
- if your manager is the perpetrator, notify another manager in the line of authority
- if your physical security or well-being is threatened, call 911

If you are dealing with a **violent person**:

- stay calm
- try to calm the other person or diffuse the situation (if you can)
- avoid saying or doing anything that could aggravate the situation
- respect the person’s personal space
- continue the conversation with the person only if the person calms down
- tell the person that you understand the reason for their anger
- if the behavior persists, end the conversation
- politely notify ask them to leave your work area
- notify your manager
- if the person refuses to leave the premises and the situation escalates call 911



Intimidating Situation

- stay calm
- let the individual know that their actions are unwanted
- inform your manager or seek help from a co-worker immediately
- if the situation persists call 911

Non-emergency Procedures

If you are not in immediate physical danger, but you have information or concerns regarding workplace violence and/or harassment, contact your direct supervisor and the designated recipient.

TRAINING

All new employees will receive training on the Respectful Workplace and Harassment/Violence Prevention Policy and its procedures in accordance with the Canada Labour Code. This training will be completed within the first three (3) months of employment. During this session, employees will have the opportunity to ask questions or raise concerns about the policy, and they will be provided with contact information for the designated recipient or other appropriate individual for any follow-up inquiries.

A Refresher will be provided at least every 3 years, or sooner if:

- Policy is updated
- Workplace changes significantly, or
- New risks are identified through the workplace assessment

The following groups will receive enhanced training to support their elevated roles and responsibilities in preventing and addressing harassment and violence:

- Management
- Designated recipients
- Health and safety representatives
- Trainers
- Foreman

CONFIDENTIALITY

The Company will not disclose any information about a complaint except as necessary to investigate the complaint or to take disciplinary action, or as required by law. All participants must maintain this confidentiality.



PROTECTION AGAINST REPRISAL

Parties involved in an occurrence are prohibited from seeking retaliation. If you experience any retaliatory action or threat of retaliatory action from the responding party, witnesses, management or any other people within or outside of the organization, please inform Jen Brun immediately.

FALSE ACCUSATIONS

To falsely accuse someone of harassment is a serious offense. When the allegation of harassment is not substantiated and is determined to be a false claim, disciplinary action deemed appropriate will be taken against the individual claiming the false allegations.

FOUNDED: An allegation is considered founded when, based on a balance of probabilities and after reviewing all available evidence, a reasonable person would conclude that the alleged behaviour meets the definition of harassment or violence under the Canada Labour Code (Part II), and the investigation finds there is sufficient credible evidence to support the claim.

UNFOUNDED: An allegation is considered unfounded when, based on a balance of probabilities and after reviewing all evidence, a reasonable person concludes that the behaviour does not meet the definition of harassment or violence under the Canada Labour Code (Part II). This does not mean the complaint is false or frivolous—it reflects the limitations of the evidence. The investigation finds there is insufficient credible evidence to support the claim.

INCONCLUSIVE: The evidence is insufficient to make a clear decision one way or the other: neither enough to “found” the allegations, nor enough to reliably call them “unfounded.” Perhaps there are contradictory testimonies, gaps, or uncertainty.

FALSE ALLEGATION: A false allegation is a claim that is untrue or made with malice, deceit or in bad faith. Employees who make complaints in good faith are protected under the CLC, even if the allegations are not proven. Deliberately fabricating or knowingly making a false allegation may result in disciplinary action.

UNION GRIEVANCES

Union grievance procedures may be available in certain cases of harassment. Please speak to your union representative for more information about filing a grievance.

ADDITIONAL PROCEDURES

If an employee is not satisfied with the result of the harassment complaint, they can consult the Labour Program – Employment and Social Development Canada (ESDC) and/or Canadian Human Rights



Commission. If the harassment involves physical or sexual assault, which are criminal offences, contact the Police.

REVIEW

Any required changes to this policy, related procedures, or applicable legislation shall be reviewed and revised in collaboration with the Port-Wide Safety Committee. It will be up to those safety representatives to relay the new information to all employees and the PSJEA will be responsible for tracking the confirmation that the information was received. At the request of the Portwide Safety Committee a designated recipient will attend the Portwide Safety meeting to address any questions or concerns about the new information. This policy will be reviewed at minimum every three years.

DEFINITIONS

The following definitions apply to this policy:

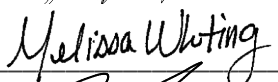
- **Designated recipient** - the work unit that has been designated by the PSJEA, to whom a notice of an occurrence may be submitted. For the purposes of this Policy, the HVP Unit will act as the designated recipient
- **Occurrence** - an occurrence of harassment and violence in the workplace
- **Principal party** - an employee or employer who is the object of an occurrence
- **Responding party** - the person who is alleged to have been responsible for the occurrence in a notice of an occurrence provided to the designated recipient
- **Witness** - a person who witnessed an occurrence of harassment and violence or is informed of an occurrence by the principal party or responding party
- **HVP Unit** – The Harassment and Violence Prevention Unit
- **Workplace** - any place where an employee is engaged in work for the employee's employer as per 122(1) of the Code

INQUIRIES

For further information regarding this policy, please contact the PSJEA office at 646-0399 or 646-1886.

Signed:  (Jen Brun, Vice President) Date: July 13, 2026

Signed:  (Jen Gots, Training / Labour Advisor) Date: July 13, 2026

Signed:  (Melissa Whiting, Labour Relations/HR Advisor) Date: July 13, 2026

Signed:  (H&S Committee Co-Chair) Date: July 23, 2026

Signed: _____ (H&S Committee Co-Chair) Date: _____