



Violence and Harassment Prevention Policy

HCR is committed to conducting business in a manner that maintains a safe and healthy work environment for all employees, visitors and clients. We will not tolerate behaviour from anyone that intimidates, threatens, harasses, abuses, injures or otherwise victimizes our employees and will take appropriate and reasonable steps to protect our employees from the potential risks associated with workplace violence and harassment.

- HCR will ensure that appropriate procedures are in place to minimize the risk to our employees from violence and harassment, and that employees are trained in recognizing and responding to situations involving workplace violence or harassment.
- Managers will take all reasonable precautions to protect employees from workplace violence and harassment, and ensure staff members are aware of their rights and responsibilities as they relate to the prevention of workplace violence and harassment.
- The management team will ensure incidents of workplace violence and harassment are investigated and that regular risk assessments are conducted to identify and control any risks related to workplace violence.
- It is the responsibility of each employee to be aware of and follow procedures that are in place to protect them from workplace violence and harassment.
- Employees are required to immediately report all incidents of workplace violence and harassment to management,
- Employees will not be penalized, reprimanded or in any way criticized when acting in good faith bringing forward a complaint or providing information regarding a complaint or incident of workplace violence or harassment.

Lorie Mason-Pitcher,
President