

## **Workplace Violence and Harassment Policy**

Alliance Employment Services is committed to conducting business in a manner that maintains a safe and healthy work environment for all employees, contractors, visitors, and customers. We will not tolerate behavior from anyone that intimidates, threatens, harasses, abuses, injuries or otherwise victimizes our employees and will take whatever steps are appropriate and reasonable to protect our employees from the potential risks associated with workplace violence and harassment.

### **Employer Commitment**

The Executive Team is committed to promoting a safe and healthy work environment, and protecting employees from workplace and harassment, and in supporting managers in doing the same.

The Executive Team will ensure that appropriate procedures are in place to minimize the risk to our employees are trained in recognizing and responding to situations involving workplace violence and harassment.

### **Management Commitment**

The management staff will take all reasonable precautions to protect employees from workplace violence and harassment, and ensure team 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 identified risks related to workplace violence.

### **Employee Commitment**

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 and harassment.

Management