

	WESTERN MILLCRAFT INC. 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	OCCUPATIONAL HEALTH & SAFETY MANUAL COMPANY RULES AND REGULATIONS VIOLENCE POLICY	Page 1 of 1	HSE: 5.26: 8.24 Revision: 00

VIOLENCE POLICY:

Western Millcraft Inc. is committed to providing, protecting and maintaining a safe work environment for all employees, contractor, subcontractors, and the public free of fear or actual violence in the workplace. Violence of any type or form, physical, verbal, or implied will not be tolerated.

DEFINITION:

Violence in the workplace is not only defined as physical violence but it also extends to imply threats of violence by one worker to another causing the worker to suffer an acute reaction (IE: mental stress). Improper conduct such intimidation and bullying in the workplace by an employee of K&T Metal Industries Ltd are considered linked to the potential for violence in the workplace.

In pursuit of this, Western Millcraft Inc. will:

- Ensure that appropriate procedures are in place to minimize the risk to Western Millcraft Inc. employees from violence
- Ensure that employees are trained in recognizing and responding to situation involving workplace violence
- Ensure that every reported incident of workplace violence is investigated and potential areas for improvement are identified

All Western Millcraft Inc. employees are required to be familiar with and follow the procedures that are in place to protect themselves from workplace violence and immediately report all incidents to their immediate supervisor or the Health, Safety and Environment Manager.

WESTERN MILLCRAFT INC. RESPONSIBILITY:

- Ensure a Code of Practice for Violence in the Workplace is in place at the work site
- Ensure all employee are aware of and receive training on the Code of Practice for Violence in the Workplace
- Ensure there are treatment provisions available for the employee who have been subject to violence or witnessed a violent incident in the workplace

WORKER'S RESPONSIBILITY:

Western Millcraft Inc. employees are to report any threats of violence to their immediate Supervisor, the Health, Safety and Environment Manager and in some cases to the applicable regulatory body immediately. These reports are to be made in confidence to ensure the worker's safety.

Any violence at Western Millcraft Inc. will not be taken lightly. Western Millcraft Inc. will immediately investigate the violent incident thoroughly and the appropriate action(s) will be taken.

No action will be taken against an individual for making any complaint unless the complaint is made maliciously.

Signed: _____ Date: 1 OCTOBER, 2011

GREG CLARK
 WESTERN MILLCRAFT INC.

The Information in this policy does not take precedence over the OH&S Act, Regulation, Codes, or applicable Government Legislation