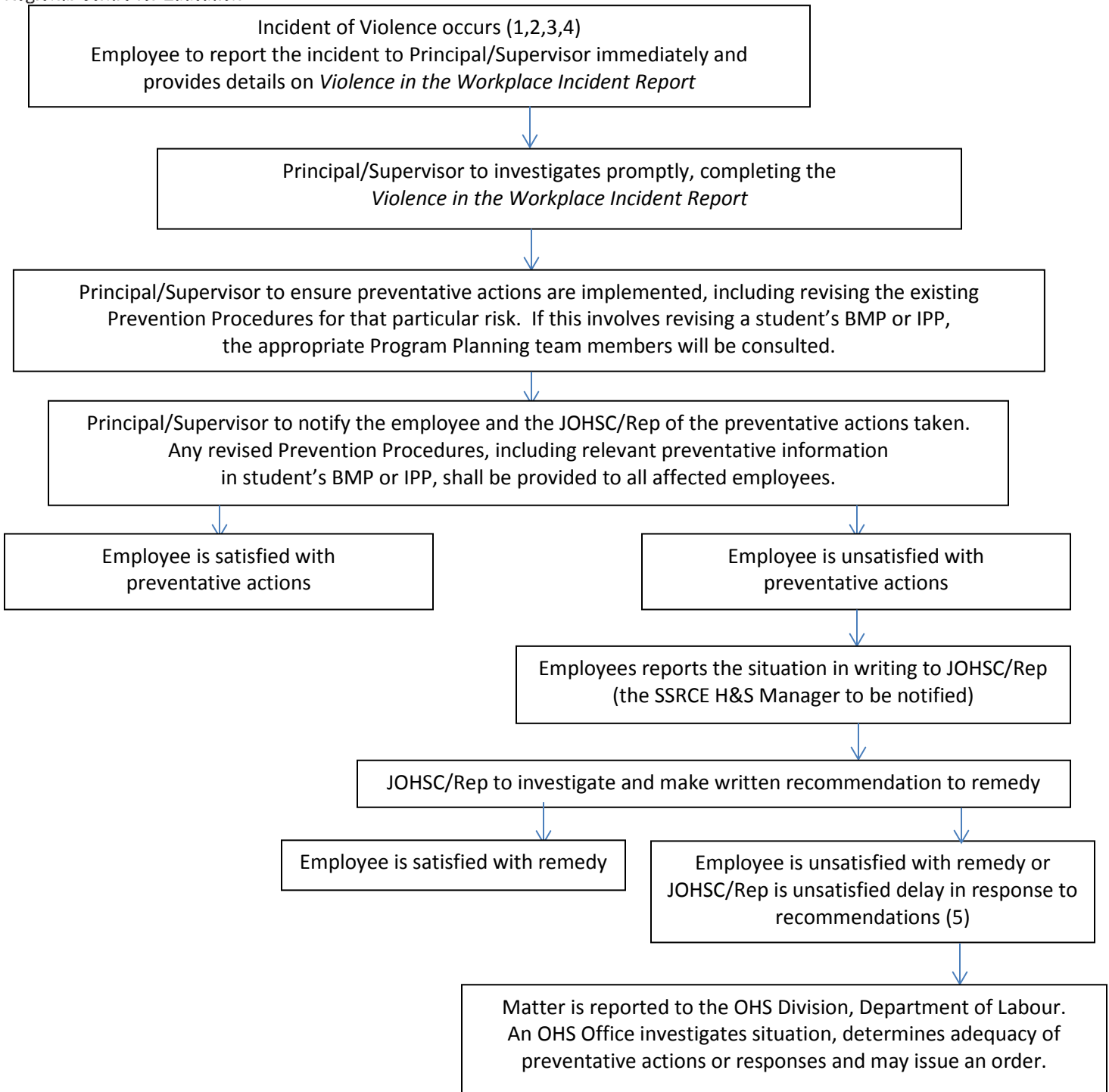




Violence in the Workplace - Reporting Process



1. Violence in the Workplace is: Threats, including a threatening statement or threatening behavior that gives an employee reasonable cause to believe they are at risk of physical injury or conduct or attempted conduct of a person that endangers an employee's physical health or safety.
2. To be considered Violence in the Workplace, the incident must be directed towards at least one employee.
3. If the incident is directed from an employee, that employee's Supervisor and Human Resources must be informed immediately.
4. If the incident may potentially lead to criminal charges, the matter is to be reported to police authorities.
5. Response to written recommendations indicating acceptance or reasons for disagreement made by JOHSC/Rep must be made within 21-day. If 21-day response is not reasonably possible, an indication of when response will be made.