



VIOLENCE AND HARASSMENT POLICY

FOURFRONT believes in the prevention of Violence and Harassment and promotes an abuse-free environment in which all people respect one another and work together to achieve common goals. Any act of violence or harassment committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated.

The purpose of this policy is to ensure that individuals are aware of and understand that acts of Violence or Harassment are considered a serious offence for which necessary action will be imposed, those subjected to acts of Violence or Harassment are encouraged to access any assistance they may require in order to pursue a complaint, and individuals are advised of available recourse if they are subjected to, or become aware of, situations involving Violence or Harassment.

“Workplace Harassment” means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

“Workplace Violence” means,

- (a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- (b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker,
- (c) A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

We at FOURFRONT are committed to:

- ✓ investigating reported incidents of Violence and Harassment in an objective and timely manner;
- ✓ taking necessary action; and
- ✓ Providing appropriate support for victims.

Acts of Violence and Harassment can take the form of physical contact or non-physical behaviors. Abuse in any form is an insidious practice that erodes mutual trust and confidence which are essential to FOURFRONT` s operational effectiveness. Acts of Violence and Harassment destroy individual dignity, lower morale, engender fear, and break down work unit cohesiveness.

Supervisors at every level must be knowledgeable about and sensitive to the many forms that Violence and Harassment can take. These may involve unwarranted or inappropriate comments, gestures, physical contact or assault, or the display of offensive material. It may or may not be deliberate. It may in fact be unintended; the test is whether a reasonable person knows or ought to have known that the behavior would be considered unwelcome or offensive by the recipient.



We believe in mutual respect. We respect the personal dignity of every individual and we uphold human rights. In particular we do not tolerate child labour, any harmful employment of young people or any form of forced labour.

We are respectful, loyal and fair in our dealings with one another. We do not tolerate discrimination in any form, whether it be on the grounds of nationality, ethnic origin, religion, age, disability, skin colour, sexual identity, political belief or gender. Any relevant statutory provisions take priority. We do not tolerate any form of sexual harassment or physical or humiliating personal attacks. (See Prevention of Sexual Harassment section below)

Acts of Violence and Harassment may occur as a single event or may involve a continuing series of incidents. They may involve the abuse of authority or position, relations among peers, visitors and external stakeholders. Abuse can victimize both men and women, and may be directed by or towards FOURFRONT workers, visitors or members of the public (including domestic abuse).

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds. No employee or any other individual affiliated with this organization shall subject any other person to violence or harassment.