



## Health and Safety Policy Statement

Links2Care is committed to preventing injury and illness in the workplace by providing a safe and healthy work environment for its employees, volunteers, clients and other workplace parties.

Links2Care management has a responsibility to ensure that the working environment is safe and that work is performed safely and in compliance with the law.

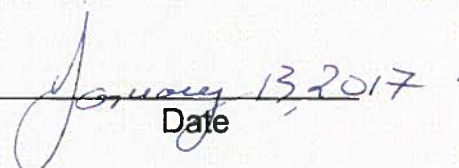
Management will ensure that measures and procedures prescribed by the Occupational Health and Safety Act, regulations and any other relevant legislation concerning health and safety are enforced. Management will establish and maintain a Health and Safety program to identify and control workplace hazards; provide a Joint Health and Safety Committee to identify and address workplace hazards and issues; and provide employees with the information, tools, equipment and resources to perform required tasks safely.

Every reasonable precaution will be taken to protect individuals at Links2Care workplaces. To ensure their protection, management will establish, follow and enforce Health and Safety policies, procedures and workplace practices and will review our Health and Safety policy annually.

Links2Care employees also have a responsibility for their own personal health and safety and the health and safety of others. Employees will work in compliance with the Occupational Health and Safety Act, regulations and all relevant legislation. They will follow established Health and Safety policies and procedures and report all hazards or potential hazards.

Together we take a proactive role in resolving Health and Safety issues and concerns and will strive to ensure Links2Care program sites are a safe and healthy place to work and visit. Should you have any health and safety concerns regarding our program facilities or delivery of service, please contact our Director, Human Resources at 905-844-0252.

  
Kate Power, Chief Executive Officer, Links2Care

  
Date



## Workplace Violence & Harassment Policy Statement

Links2Care is committed to providing a working environment in which all individuals are treated with respect and dignity. We believe in the prevention of violence and promote a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of violence committed by or against an employee, volunteer, client or member of the public in a Links2Care work environment is unacceptable conduct that **will not** be tolerated.

### **Workplace Violence is defined as:**

- (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 the worker,
- (c) A statement or behaviour that is reasonable for the worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

### **Workplace Harassment is defined as:**

- (a) 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, or
- (b) Workplace Sexual Harassment

### **Workplace Sexual Harassment is defined as:**

- (a) Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome

No employee or any other individual affiliated with Links2Care shall subject any other person to workplace violence or allow or create conditions that support workplace violence. An employee that subjects another employee, client or other person to workplace violence may be subject to disciplinary action up to and including termination. Clients or other persons who subjects an employee to workplace violence may be removed from the workplace.

If you witness or are a victim of workplace violence in this workplace, please call 911 or inform the Director, Human Resources at 905-844-0252. The Director, Human Resources or appropriate designate will investigate the matter as per Links2Care policy and procedures for dealing with workplace violence and harassment.

  
Kate Power, Chief Executive Officer, Links2Care

  
Date