

# Workplace Violence and Harassment Policy

## Policy Statement

(the "Company") is committed to providing a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including workplace violence and harassment.

## Purpose

The purpose of this policy is to outline the Company's commitment to preventing workplace violence and harassment and to provide procedures for reporting and addressing incidents.

## Scope

This policy applies to all employees, contractors, and visitors at all Company workplaces and work-related settings outside the workplace (e.g., business trips, meetings, and work-related social events).

## Definitions

- **Workplace Violence:** Any act in which a person is abused, threatened, intimidated, or assaulted in their employment.
- **Harassment:** Any unwelcome comment or conduct that is known, or ought reasonably to be known, to be unwelcome.

## Responsibilities

- **Management:** Responsible for ensuring a safe work environment and responding promptly to complaints.
- **Employees:** Responsible for contributing to a respectful workplace and reporting any incidents.

## Reporting Procedure

1. Report the incident to \_\_\_\_\_ (Position/Contact Person).
2. Investigations will be conducted promptly and confidentially.

## Confidentiality

All matters arising under this policy will be treated confidentially to the greatest extent possible.

## Policy Review

This policy will be reviewed \_\_\_\_\_ (e.g., annually) and as required.

Signature

Date