



VIOLENCE PREVENTION POLICY

All employees are entitled to work in an environment free of violence. E4 Homes will take all reasonable measures to ensure that no employee is exposed to the risk of violence during their employment by enforcing a “zero tolerance” policy. Violators of the policy will be subject to disciplinary action in accordance with company-developed procedures, or at the discretion of senior management.

WSH legislation defines “violence” as, “the attempt or actual exercise of physical force against a person; and any threatening statement or behavior that gives a person reasonable cause to believe that physical force will be used against the person.”

E4 Homes Inc will identify and assess the risk of violence in the workplace in consultation with the WSH committee and ensure compliance with the violence prevention policy. Workers will be made aware of the policy through their orientations and a copy will be posted prominently in the workplace.

When an employee observes an act or behavior that is perceived to be threatening in nature which poses a potential risk to their own or others safety and health, the following procedures must be followed.

Employees:

- Move to a safe location and report the incident to your supervisor immediately.
- Provide complete details of the incident.
- Do not try to resolve the incident yourself or interfere with violent individuals.

Supervisors/senior management:

- Investigate all reported complaints of violence within 24 hours by completing a company investigation report form.
- Attempt to diffuse the situation by discussion with affected parties.
- Interview, if necessary, alleged violators of E4 Homes Inc policy.
- If a safe resolution is not possible, contact outside assistance such as: WSH Branch or the local police department.
- Inform the alleged violator and complainant of the results of the investigation.

Owner

Date