



## **PREVENTION OF WORKPLACE VIOLENCE**

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### **Intent**

This policy establishes the written code of practice for workplace violence for Aditya Birla Group in compliance with the *New Brunswick Regulation 91-191 under the Occupational Health and Safety Act*, Part XXII.I Violence and Harassment Codes of Practice, Section 374.2(3).

Aditya Birla Group is committed to the prevention of workplace violence and to taking every reasonable precaution to provide a safe, secure and violence-free work environment. Workplace violence will not be tolerated from anyone in the workplace, including customers, employees, contractors and members of the public.

To do this Aditya Birla Group will:

- assess the risks for workplace violence;
- implement measures to mitigate risks identified in the assessment;
- provide training to employees and managers; and
- respond to incidents and complaints of workplace violence.

Every employee has the right to work in, and a responsibility to contribute to, a violence-free workplace.

The Human Resources Manager is responsible for implementing this policy.

### **Context**

This policy covers actual, attempted or threats of physical force as well as threatening statements or behavior that gives an employee reasonable cause to believe they are at risk of injury in the workplace or work-related locations where the business of Aditya Birla Group is being carried out.

Aditya Birla Group is committed to preventing and addressing work-related violence, including sexual violence, intimate partner violence and domestic violence that may possibly expose a worker to physical injury in the workplace.

All employees share responsibility for contributing to a violence-free workplace. The goal of workplace violence incident response and investigation is to correct identified issues or mitigate risk, restore positive and productive work environments and prevent similar incidents.

### **What is the Workplace?**

Workplace means the place of employment and includes any building, structure, premises or place where Aditya Birla Group conducts business. This includes areas such as offices, lunch room, washrooms, and parking lots. The workplace also includes work-related activities, including training sessions, business travel and conferences, work-related social functions, or business performed at any other location away, during or outside of normal working hours. It also include email and on-line communications.

243616-16 and Conditions of employment and related policies can be updated from time to time. Please contact your HR Department to ensure that you have the correct information pertaining to your situation. Company policies shall not restrict, limit or nullify those rights and obligations specifically granted under the current Collective Agreement(s) however disagreement on the administration of a company policy is not grounds for a grievance or request for adjustment of complaint under any current Collective Agreement(s).

### **What is Workplace Violence?**

The New Brunswick *General Regulations – Occupational Health and Safety Act* defines violence as:

*in a place of employment, means the attempted or actual use of physical force against an employee, or any threatening statement or behaviour that gives an employee reasonable cause to believe that physical force will be used against the employee, and includes sexual violence, intimate partner violence and domestic violence*

### **Risk Assessment**

Aditya Birla Group has assessed the risk of workplace violence that may arise from the nature of the workplace and types or conditions of work to determine the need to implement or enhance reasonable control measures. The workplace violence risk assessment considered:

- the location and circumstances in which work is carried out;
- the risk that may arise out of or in connection with:
  - an employee's work; or
  - sexual violence, intimate partner violence or domestic violence occurring at the place of employment;
- the categories of employees at risk, or the types of work that place employees at risk of experiencing violence;
- the possible effects on the health or safety of employees who are exposed to violence at the place of employment;
- all previous incidents of violence at the place of employment; and
- incidents of violence in similar places of employment.

Risk assessments will be reviewed and updated where there is a change in conditions at the place of employment or when ordered to do so by an officer of WorkSafeNB.

Risk assessments will be reviewed and updated at a minimum of every three (3) years.

The employer will consult with the appropriate local Joint Health and Safety Committee (JHSC) or health and safety representative in assessing the risk of violence.

### **Reporting and Investigation Procedures**

- Employees must report violent incidents to Security as soon as the circumstances permit. Reports should give an accurate account of the incident(s) including times, places and parties involved, and the names of witnesses, if applicable.
- A Security officer who receives a complaint of workplace violence shall immediately inform the Tour Superintendent, SHE Manager or on-call Weekend Manger. The Human Resources Manager shall also be informed of the complaint of workplace violence. A determination shall be made as to whether external resources are necessary (e.g. police or ambulance).
- The Human Resources Manager will deal with all reports of incidents of workplace violence fairly, respectfully and in a timely fashion.
- If a report is not filed within a year of the alleged circumstance leading to the report, it is the discretion of Aditya Birla Group whether or not to investigate the incident(s) of workplace violence,

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unless exceptional circumstances warrant an extension.

- Aditya Birla Group may, upon assessing the report and interviewing the person who made the report, determine whether or not the report is a *prima facie* incident of workplace violence under this Policy which merits further investigation. Aditya Birla Group shall inform the person who made the report whether or not the investigation will be pursued and may take action to resolve any workplace issues identified through the report.
- In the event Aditya Birla Group determines that an investigation is appropriate, they shall investigate or shall appoint an investigator to ensure the incident(s) is investigated in a confidential and expeditious manner.
- The Respondent shall be informed of the fact that an allegation of workplace violence has been made against them, presented with a written statement of allegations and afforded an opportunity to respond.
- Unless directed otherwise, the investigator shall gather and analyze the information, summarize the findings and determine whether the incident(s) is substantiated, in whole or in part, or unsubstantiated.
- The investigator shall report the findings to Aditya Birla Group who shall determine whether the Respondent has committed a violation of this Policy and a determination shall be made as to the appropriate corrective and disciplinary action, up to and including termination from employment.
- A person who files an unsubstantiated report under this Policy that involves a deliberate falsehood or malicious intent or is otherwise made in bad faith, as determined by the investigator, shall be subject to appropriate disciplinary action.
- The person who made the report, and the Respondent, must be informed in writing whether the allegations were substantiated or unsubstantiated.
- In the event that there is a finding that workplace violence has occurred, Aditya Birla Group will implement appropriate corrective measures.

*NOTE: Incidents of workplace violence may involve third parties, such as contractors or members of the public. The reporting and investigating procedures, as set out above, are applicable to address incidents of workplace violence involving third parties.*

### **Assistance**

Counselling and other resources are available to help persons with the emotional and psychological effects of workplace violence. Confidential information and assistance on a wide range of issues, including workplace violence, is available through our Employee Assistant Program (EAP).

### **Confidentiality**

Aditya Birla Group shall not disclose the name of a person who is involved in an incident of workplace violence, or the circumstances relating to the incident, other than where the disclosure is:

- necessary in order to investigate the incident;
- required in order to take corrective measures in response to the incident; or
- required by law.

The personal information that is collected, used or disclosed by Aditya Birla Group pursuant to this

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Policy shall be the minimum amount necessary for the purposes of this Policy.

Records of a complaint and any supporting documentation will be kept in the employee relations files and can only be accessed by the Human Resources Manager, and those that need the file for investigative purposes. Only in the event of discipline will any record of the complaint be kept in the applicable personnel file.

**Training**

Aditya Birla Group shall provide all employees with training in relation to this Policy. Aditya Birla Group shall keep training records for each employee in relation to the training they received in relation to this Policy.

**Policy Review**

This Policy shall be reviewed once a year in consultation with the Joint Health and Safety Committee.

<b>Cross Reference</b>		
<b>Policies</b>	Code of Conduct Conflict Resolution Corrective Action Equal Employment Opportunities Open Door Social Activities Code of Practice (Harassment & Violence)	
<b>Forms</b>	ABG Corrective Action Form Investigation Report Checklist Investigation Report Form Investigation Notice Form Investigation Conclusion-Action Notice Form Fixed Workplace Risk Assessment Form Workplace Risk Assessment – Practices Form	

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