

Document No: SOP-OHS-25

Revision: 1.0

Effective Date: _____

Approved By: _____

Viking Reinforcing Ltd.
Workplace Conduct, Respect, Harassment & Violence Policy

1. PURPOSE

Viking Reinforcing Ltd. is committed to maintaining a workplace that is safe (physically and psychologically), respectful, and free from bullying, harassment, violence, and discrimination. This procedure establishes requirements to prevent, report, investigate, and resolve workplace conduct issues in compliance with WorkSafeBC, BC law, COR, and ISO 45001.

2. SCOPE

Applies to all employees, supervisors, subcontractors, and visitors across yard operations, fabrication shop, and construction sites.

3. DEFINITIONS

Bullying and Harassment: Inappropriate conduct or comment that would be considered humiliating, intimidating, or offensive.

Workplace Violence: Threats, intimidation, or physical force.

Discrimination: Prohibited conduct based on protected grounds under BC law.

Not Harassment: Reasonable management actions such as discipline or work direction.

4. ZERO TOLERANCE

Zero tolerance for violence, threats, severe harassment, discrimination, and retaliation. May result in termination depending on severity.

5. RESPONSIBILITIES

Employer: Prevent, investigate, and correct issues.

Supervisors: Enforce standards and act immediately.

Workers: Act respectfully and report concerns.

6. REPORTING

Report to Supervisor, HR (Dan Ansell), or management. Include details, dates, and witnesses.

7. INVESTIGATION

All reports investigated promptly, fairly, and confidentially using formal procedures.

8. CORRECTIVE ACTION

May include coaching, warnings, suspension, or termination. Documented in REGISTER-OHS-02.

9. NO RETALIATION

Reporting workers are protected. Retaliation is a serious violation.

10. CONFIDENTIALITY

Maintained throughout investigation process where possible.

11. TRAINING

All workers trained and documented in FORM-OHS-11.

12. WORKER PARTICIPATION

Reviewed in safety meetings (LOG-OHS-04) and JHSC.

13. RECORDS

Maintain reports, investigations, corrective actions, and training records.

14. REVIEW

Reviewed annually or after serious incidents.

15. SIGN-OFF

Employee Signature: _____

Date: _____

Printed Name: _____

Supervisor Signature: _____

Date: _____

Printed Name: _____

Position: _____