

	<p style="text-align: center;"><i>Procedure for: Harassment Policy Statement</i></p>	<p style="text-align: center;"><i>CDC-HSP-E1.0a</i></p>
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The management of **Ceramic Decor Centre** is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, workers, contractors and visitors are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace -- a comment or conduct that is known or ought reasonably to be known to be unwelcome.

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace such as discipline.

Workers are encouraged to report any incidents of workplace harassment

Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

Signed: _____

Date: May 2010

George Durigon- President

The workplace violence policy should be consulted whenever there are concerns about violence in the workplace.