

ADVATEK SYSTEMS INC.

Workplace Violence and Harassment

SECTION 18



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Definitions

“Violence”, 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.

“Harassment”, in a place of employment, means any objectionable or offensive behaviour that is known or ought reasonably to be known to be unwelcome, including bullying or any other conduct, comment or display made on either a one-time or repeated basis that threatens the health or safety of an employee, and includes sexual harassment, but does not include reasonable conduct of an employer in respect of the management and direction of employees at the place of employment.

Ref. [New Brunswick General Regulation Part 1 Sec 2](#)

An employer shall assess the risk of violence at the place of employment and shall ensure that the assessment is documented and made available to all committees, if any, or all health and safety representatives, if any, and to an officer on request. The employer shall review the assessment of the risk of violence and update it when there is a change in conditions at the place of employment, or when ordered to do so by an officer.

Ref. [New Brunswick General Regulation Part XXII.I Sec 374.1 \(1\)](#)

Reporting

All employees shall feel free to report any incident to their supervisor or manager. Should the immediate supervisor or manager be the source of the harassment the employee is free to report their superiors.

To report harassment the employee shall:

- Make record of the incident
- Report the incident

A code of practice for harassment shall include a statement that an employee shall report an incident of harassment to the employer as soon as the circumstances permit.

Ref. [New Brunswick General Regulation Part XXII.I Sec 374.3 \(1\) \(e\), 374.4 \(1\) \(2\) \(c\)](#)

An employer shall implement a training program in respect of the code of practice for harassment established for each employee and for each supervisor who is responsible for an employee.

Ref. [New Brunswick General Regulation Part XXII.I Sec 374.7 \(1\)](#)