

This code sets out requirements that this company will follow to manage harassment in the workplace.

The code of practice administrator is authorized by the employer to manage the code of practice.

APPENDIX A

Code of Practice for Managing Workplace Harassment

(shading indicates fields to be customized by workplaces)

Company Hampton Golf Club

Workplace Address 68 William Bell Dr, Hampton, NB E5N 6B3

Code of Practice Administrator Craig Mills

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HAMPTON GOLF CLUB

is committed to providing a work environment where all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace including customers, clients, other employers, supervisors, co-workers and members of the public.

Workplace harassment:

“in a place of employment, means any objectionable or offensive behavior 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.”

Workers must report any incidents of workplace harassment to the

Management team, or

Member of the Board of Directors

This can be done verbally or in writing, by use of a harassment complaint form.

The General Manager

is responsible for implementing the code of practice.

The General Manager or Chair of the Board of Directors

will investigate and deal with all complaints or incidents of workplace harassment fairly, respectfully and timely. The investigator will ensure the investigation is kept confidential, unless necessary to conduct the investigation or as required by law. The investigator will remind the worker who reported the workplace harassment, the respondent(s) and any witness(es) of confidentiality requirements under the workplace harassment program.

The General Manager or Chair of the Board of Directors

must provide the investigation results in writing to the affected employees.

The General Manager

and the affected department will implement corrective measures identified in the investigation. Notices will be put on employee bulletin boards if there are new or revised procedures to follow.

All employees at

HAMPTON GOLF CLUB

including managers, supervisors, temporary employees, students and subcontractors are to adhere to this code of practice, report an incident of harassment as soon as possible and will not be penalized or disciplined for reporting an incident or for participating in an investigation. Harassment does not include reasonable management decisions, such as scheduling and shifts, work assignments, deadlines, work evaluation, performance management or disciplinary actions.