

# ROYLCO Health and Safety Policy



30 Northland Rd., Waterloo Ontario

This policy will apply to Roylco Limited at the Waterloo Ontario Canada location.

## POLICY

Roylco Limited is committed to providing a healthy and safe work environment for its workers and preventing occupational illness and injury. To express that commitment, we issue the following policy on occupational health and safety. As the employer, Roylco is responsible for the health and safety of its workers.

Roylco will make every effort to provide a healthy and safe work environment. We are dedicated to the objective of eliminating the possibility of injury and illness.

As an owner I give you my personal promise to take all reasonable precautions to prevent harm to workers. Supervisors will be trained and held responsible for ensuring that the workers, under their supervision, follow this policy. They are accountable for ensuring that workers use safe work practices and receive training to protect their health and safety. Supervisors also have a general responsibility for ensuring the safety of equipment and facility.

Roylco through all levels of management, will cooperate with the Joint Occupational Safety and Health (JOSH) Committee or the Health & Safety Representative and workers to create a healthy and safe work environment.

Cooperation should also be extended to others such as contractors, owners, officers, and so on.

The workers of Roylco will be required to support this organization's health and safety initiative and to cooperate with the JOSH Committee or Health & Safety Representative and with others exercising authority under the applicable laws.

It is the duty of each worker to report to the supervisor or manager, as soon as possible, any hazardous conditions, injury, accident, or illness related to the workplace. Also, workers must protect their health and safety by complying with applicable Acts and Regulations and following policies, procedures, rules and, instructions as prescribed by Roylco.

Roylco will, where possible, eliminate hazards and, thus, the need for personal protective equipment. If that is not possible, and where there is a requirement, workers will be required to use safety equipment, clothing, devices, and materials for personal protection.

Roylco recognizes the worker's duty to identify hazards, and supports and encourages workers to play an active role in identifying hazards and to offer suggestions or ideas to improve the health and safety program.

Signed:  
Kevin Nosalik

Date: Sept 2020

Title: President

# ROYLCO Workplace Violence Policy



30 Northland Rd., Waterloo Ontario

This policy will apply to Roylco Limited at the Waterloo Ontario Canada location.

Roylco Limited believes in the prevention of violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of violence committed by or against any member of our workplace or member of the public, is unacceptable conduct that will not be tolerated.

## **Prevention Program**

In order to prevent any incidents all visitors associated with the business practices, as well as and including: spouses, friends, siblings and children are to report to the front office and not go into the plant. This also applies to phone calls.

## **Definition of *workplace violence***

Workplace violence is:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a workplace that could cause physical injury to the worker.

## **Report Incidents Immediately**

If reasonable to do so, workers are encouraged to try to resolve the situation with the person who is alleged to have engaged in the violence.

If you witness or are a victim of violence in this workplace, please contact your immediate supervisor and inform them of the situation. Your supervisor will investigate the matter.

If there is no resolution, report the issue to your supervisors' supervisor, how will investigate the matter, and if there still no resolution, contact the Ministry of Labour.

## **Penalty**

No employee or any other individual affiliated with this organization shall subject any other person to workplace violence or allow or create conditions that support workplace violence. An employee that subjects another employee, client, or other person to workplace violence may be subject to disciplinary action up to and including termination, and reported to authorities. Other person may be removed from the workplace.

Signed:

Kevin Nosalik

Date: Sept 2020

Title: President

# ROYLCO Workplace Harassment Policy



30 Northland Rd., Waterloo Ontario

Roylco believes that all workers have the right to a respectful workplace. Workplace harassment is unacceptable and will not be tolerated.

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

If it occurs within the course of the employment relationship, workplace harassment may involve conduct that is verbal or non-verbal, a single incident or a series of incidents.

Workplace harassment can be directed at a co-worker, subordinate or manager. Workplace harassment does not include decisions or actions relating to the worker's employment, including a decision to change the work to be performed or the working conditions, to discipline the worker or to terminate the worker's employment.

## **Report Incidents**

If reasonable to do so, workers are encouraged to try to resolve the situation with the person who is alleged to have engaged in the harassment. Where the situation cannot be resolved or the situation continues, workers shall report the conduct to their supervisor or Human Resources. The supervisor or Human Resources will investigate the complaint.

## **Penalty**

No worker or any other individual affiliated with this organization shall subject any other person to workplace harassment. A worker that subjects another worker, client, or other person to workplace harassment may be subject to disciplinary action up to and including termination. Other persons may be removed from the workplace.

Signed:  
Kevin Nosalik

Date: Sept 2020

Title: President