WORKPLACE VIOLENCE POLICY

Document 17.1 (A) (Rev. 1) 26-Feb-2021

Comfort General Contracting Corp.

The President and management of Comfort General Contracting Corp. recognize the potential for workplace violence and are committed to working with its employees to provide a safe work environment. President of Comfort General Contracting Corp. is committed to the right of workers to work in a violence free environment.

Workplace violence will not be tolerated on company premises, or while an employee is conducting company business at other locations. Any act of violence committed by or against any employee is not tolerated and will be subject to Comfort General Contracting Corp.'s discipline policy (Document 5.1, 5.3 and 5.4) and/or legal action.

For the purpose of this policy, violence includes but is not limited to:

- The use of, or attempt to use, physical force by a person against an employee, in the workplace, that causes or could cause physical injury. For example: hitting, shoving, pushing or kicking.

- Any threat, behaviour or action directed at an employee and interpreted to carry the potential to harm or endanger the safety of the employee. For example: Threatening language, shaking fists, destroying property or throwing objects.

Comfort General Contracting Corp. will take whatever steps are appropriate to protect our employees from the potential risks associated with workplace violence. Management must investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner. The policy and program will be reviewed and updated, if required, annually. Supervisors must ensure that all measures and procedures set out in this policy and the supporting program are carried out in the workplace. Workers are expected to comply with this policy and program and to report any concerns or complaints to their supervisor or at 416.856.7946 x7.

This policy prohibits reprisals against employees, acting in good faith, who report incidents of workplace violence or who are involved in an investigation. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence.

A survey will be available at the end of each season to collect anonymous data to help us better evaluate the effectiveness of this policy. We also encourage employees to approach us as soon as possible if they are subject of, or witness to a workplace violence. With everyone's cooperation, Comfort General Contracting Corp. will continue to be a safe and healthy workplace.

Effective Date: 09/03/2019 Review Date: 26-Feb-2021

Ehsan Yazdanpanah
President

Review Date:
Reviewed By:



WORKPLACE HARASSMENT POLICY

Document 17.1 (A) (Rev. 1) 26-Feb-2021

Comfort General Contracting Corp.

The President and management of Comfort General Contracting Corp. is committed to providing a work environment in which all individuals are treated with respect and dignity. President of Comfort General Contracting Corp. is committed to the right of workers to work in a harassment free environment.

Workplace harassment will not be tolerated from any person in the workplace. All employees of this company are expected to follow this policy on company premises, or while an employee is conducting company business at other locations. Any act of harassment committed by or against any employee is not tolerated and will be subject to Comfort General Contracting Corp.'s discipline policy (Document 5.1, 5.3 and 5.4) and/or legal action.

For the purpose of this policy, harassment includes but is not limited to:

- Engaging in any kind of verbal, psychological or sexual abuse
- Belittling a worker's opinion or spreading malicious rumors
- Undermining or sabotaging a worker's work
- Deliberately ignoring or excluding a worker

Comfort General Contracting Corp. will take whatever steps are appropriate to protect our employees from the potential risks associated with workplace harassment. Management will investigate and deal with all incidents and complaints of workplace harassment in a fair and timely manner. The policy and program will be reviewed and updated, if required, annually. Supervisors must ensure that all measures and procedures set out in this policy and the supporting program are carried out in the workplace. Workers are expected to comply with this policy and program and to report any concerns or complaints to their supervisor or at 416.856.7946 x7.

This policy prohibits reprisals against employees, acting in good faith, who report incidents of workplace harassment or who are involved in an investigation. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further harassment.

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