



Workplace Violence & Harassment Policy

Knelsen Sand & Gravel Ltd. is committed to preventing workplace violence and maintaining a safe work environment. We also commit to and will make every reasonable effort to prevent harassment in the workplace.

We commit to this daily by striving to maintain a healthy, positive work environment. All employees, including supervisors will be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, bullying, aggressive conduct or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the property of Knelsen Sand & Gravel Ltd. without proper authorization. All employees are made aware of this policy during their orientation. Copies are posted in break rooms across the company's locations and worksites.

Reporting Procedure:

1. If you see or experience any act(s) of workplace violence report this immediately to your supervisor or manager. The employee toll free hotline can also be used to report these acts.
2. An investigation will be completed immediately to mitigate the effects to the affected worker(s) and resolve any issues forthwith.
3. Results of the investigation will be discussed with the employee(s) to resolve and prevent and further instances.

Any employee experiencing workplace violence is encouraged to seek the assistance of a medical professional to discuss any adverse effects or symptoms.

KSG is always assessing the potential for workplace violence and in conjunction with the employees will strive to eliminate the potential when it is discovered.

Conduct that threatens or intimidates another employee, a customer, or a member of the public at any time, including off duty periods, will not be tolerated. This prohibition includes all acts of harassment.

General Manager – Raymond Knelsen

JAN 24 2018

Date