



## **Precision Restorations Inc. Workplace Bullying and Harassment Reporting Procedures**

### **1. How to report**

Workers at Precision Restorations Inc. will report all incidents or complaints of workplace bullying and harassment in writing. When submitting a complaint, please use the workplace bullying and harassment complaint form.

### **2. When to report**

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

### **3. Reporting contact**

Report any incidents or complaints to your direct supervisor.

### **4. Alternate reporting contact**

If the employer, the complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behaviour, contact another supervisor.

### **5. What to include in a report**

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

### **6. Annual review**

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.

<b>Employee Signature:</b>	<b>Date Signed:</b>
<b>Print Name:</b>	