



WORKPLACE VIOLENCE POLICY

Scope:

This policy applies to all employees.

Last Update:

2.23.2018

Policy:

Daniel et Daniel Catering & Events is committed to excellence in serving all customers including people with disabilities. Exceptions to this policy may be made only with the approval of the owners.

Daniel et Daniel is committed to the prevention of workplace violence and will take reasonable steps to protect our employees from all sources of workplace violence.

Violent behavior in the workplace is unacceptable from anyone. This policy applies to all employees, suppliers, visitors and customers. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

As part of Daniel et Daniel's commitment to fostering a healthy and safe work environment, our workplace violence program will include a procedure to protect workers from violence, a process for summoning immediate assistance and a structure for workers to report incidents or raise concerns. Daniel et Daniel will ensure this policy and the supporting program are implemented, maintained and that all workers and managers/supervisors have the appropriate information and instruction to protect staff from violence in the workplace.

Managers/Supervisors will adhere to this policy and the supporting program. Managers/Supervisors are responsible for ensuring that this procedure is followed by all employees and that staff have the information they need to protect themselves.

Every employee must work in compliance with this policy and the supporting program. All staff are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.