

APPENDIX B - WORKPLACE VIOLENCE OR HARASSMENT INCIDENT REPORT

All employees and contractors working at Ed Mirvish Enterprises Limited are required to report all incidents of workplace violence and harassment to the Director of Labour Relations. This form may be completed, or alternatively, used as a guideline to assist in reporting the appropriate information; written submission in any form will be accepted. Employees and self-employed contractors may consult with the Director of Labour Relations prior to, or as part of, submitting this report, and such consultation will, to the extent possible, be considered confidential. Refer to the Workplace Violence and Harassment Policy for further information.

Workplace Harassment

Workplace harassment is defined as 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.

Workplace Violence

Workplace violence is defined as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker, and/or
- 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.

Violence may come from a variety of possible sources, including employees and self-employed contractors, patrons, domestic partners, and the general public.

Worker Information	
Name:	Department:
Home phone:	Cell phone or alternate contact:
Please confirm the preferred method of contact: (phone, email, etc):	Email address (optional):

Description of Incident(s) (attach additional sheets, if necessary)
<p>Please describe the incident (s) including the following:</p> <ul style="list-style-type: none"> • name of individuals involved in the incident (if known), and/or description of individuals • date and time of incident • any prior history of incidents that may be relevant, however minor • any witnesses, including name and contact information • location of the incident (which theatre or location, which area, etc.) • what was happening just prior to, or during incident • any relevant environmental factors (ie. weather, noise level, light level, etc.) <p>NOTE: Indicate if you have any physical evidence of the violence or threat.</p>

Signature of Individual reporting

Date

Received by (Employer representative)

Date