



CASTOOL WORKPLACE VIOLENCE PREVENTION POLICY

At Castool, we have taken specific measures to implement this Workplace Violence Policy. These measures are referred to as our Workplace Violence Prevention Program. The program includes procedures to control risks of workplace violence, as identified in the section on Workplace Violence Risk Assessment below.

Such measures include the following:

- Implementing procedures for summoning immediate assistance when workplace violence occurs or is likely to occur. This information will be communicated to you separately.
- Implementing procedures for reporting incidents of workplace violence

Reporting and investigation procedures are detailed in the policy below entitled "What to do in cases of Violence or Harassment."

Workplace Violence Risk Assessment

We have conducted a workplace violence risk assessment and will reassess the risks of workplace violence as often as necessary. The results of these assessments are communicated to the affected employees and to the Joint Health and Safety Committee. The risks of violence which are assessed relate both to the potential for violent acts perpetrated by employees as well as by customers, visitors and members of the public.

When conducting these assessments, the following factors are taken into consideration:

- Circumstances specific to our workplace and / or specific roles within the organization.
- Circumstances that would be common to similar workplaces.

We have determined that the shipping and receiving department present higher than normal risks of potential violent encounters.



In addition to the above specific work locations, we have identified the following positions as having some increased risk of workplace violence:

- Reception
- Customer service
- Sales
- Managers
- Supervisors

We will notify you of the risks of violence which are specific to your work location, job or shift through training programs, via e-mail and by direct contact with your supervisor.

Individuals with a History of Violence

We have an obligation to warn employees of the identity and personal details of an individual with a history of violent behavior where there is a risk of workplace violence being perpetrated by that person. Such information will only be provided where the employees concerned could reasonably be expected to encounter that person at work, and where the risk of workplace violence is likely to expose those employees to injury.

Confidentiality will be maintained wherever possible. Information which relates to potentially violent individuals will be shared with employees only on a need to know basis. Employees are therefore expected to maintain confidentiality where they are in receipt of this type of sensitive personal information.

Workplace Violence Awareness Training

Castool requires all new hires, as part of their orientation program, to undergo workplace violence awareness training. In addition, where we identify specific risks pertaining to your position, work location or shift, you will be provided with additional guidance and instruction. From time to time, we will also conduct training or provide referrals for one or more specific individuals where they require anti-violence awareness or anger management training as part of a corrective action plan.



Robbery Fighting Violent / Illegal Acts

At Castool, we urge you not to get involved in any actions meant to thwart or deter a robbery, violent act or other serious criminal activity while on Castool property or while conducting Castool business.

If you do encounter such activities, do not try to stop the robbery, violent act or crime. As soon as you and your co-workers are safe, notify your immediate supervisor or a member of the management team immediately.

If a fight breaks out in the workplace, do not try to physically intervene. Instead, notify your supervisor immediately.

All serious criminal activity must be reported immediately to the proper authorities.

This Workplace Violence Policy will be reviewed on an annual basis, or more frequently where necessary.

A handwritten signature in blue ink, appearing to read "Paul Robbins", written over a horizontal line.

Paul Robbins – General Manager

A handwritten date in blue ink, "Jun 27, 23", written over a horizontal line.

Date