

Arkay Contracting Ltd.
Workplace Bullying and Harassment Reporting Procedures

Arkay workers are to follow the steps listed below if there is any instance of bullying, harassment or intimidation has occurred.

All reporting is confidential
All zero tolerance behaviours should be reported immediately

1) How to Report

Arkay Workers can report incidents or complaints verbally and in writing. When submitting a written complaint, use the Arkay Bullying and Harassment complaint form. When completing a verbal complaint, the complaint will be documented by the participating Arkay management team member.

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 promptly.

3) Reporting Contact

Any Arkay management team member can take verbal or written reports of bullying and harassment.

4) Alternate Reporting Contact

If the employer, the complainant's supervisor, or the reporting contact named in step 3 is the person engaging in the bullying/harassing behaviour, contact the site superintendent for assistance.

5) What to Include in a Report

Provide as much information as possible such as the name of the people involved, witnesses, location of events, when they occurred and what behaviours or words led to the complaints. Attach or share any supporting documents such as texts, emails, handwritten notes or photographs. Physical evidence such as vandalized personal property can be submitted.

Arkay Bullying and Harassment Complaint Form

Name of complainant:	
Contact information:	
Name of alleged bully/bullies:	

PERSONAL STATEMENT

Include as much detail as possible concerning the bullying and harassing incident(s) including:

- The names of the alleged harasser(s)
- Witnesses
- Time/date/location of the incident(s)
- Details of the incident(s) including behaviours or words used
- Any additional information that would assist the investigation.

Have you submitted additional documents or evidence? Yes / No
Please briefly describe items below:
Worker signature:
Date: