

## Violence in the Workplace

It is L R HELICOPTERS' policy to provide a safe, healthy and violence free workplace. The company shall dedicate sufficient attention, resources and time to address factors that contribute to workplace violence; to prevent it and to protect employees against it.

All incidents of workplace violence must be reported.

All reports of workplace violence will be investigated and a written report with conclusions and recommendations will be submitted to the Operations Manager, the Person Responsible for Maintenance, the Accountable Executive and the SMS Coordinator.

L R HELICOPTERS understands that occasionally tempers flare and that heated verbal discussions may ensue. In this situation it is often better just to walk away, let everyone's emotions cool down, then revisit the issue.

All positions at L R HELICOPTERS have been assessed for their potential for workplace violence. The potential for workplace violence has also been included in the individual position and task hazard assessments and have been given a priority rating based on the probability, severity and exposure of workplace violence for that position. L R HELICOPTERS will assist any employee who has been exposed to workplace violence.

Violence in the workplace has been included in the L R HELICOPTERS Emergency Response Plan. The ERP shows all employees how to deal with potentially violent situations. The ERP will be reviewed with all new employees as part of the safety orientation and through safety meetings throughout the year with all employees.

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