

WORKPLACE VIOLENCE PREVENTION POLICY

Introduction

Goldcorp Canada Ltd., Porcupine Gold Mines is committed to providing a safe work environment for all employees. Management recognizes the potential for workplace violence against employees. Actions have been taken to identify possible sources of workplace violence and to implement a workplace violence prevention program to eliminate or minimize risk.

Violence is Against the Law

Canada's *Criminal Code* prohibits many forms of violence. You have a right to live and work without being subjected to workplace violence. This Policy and the attached Workplace Violence Prevention Program outline what to do if you are subjected to workplace violence or if you, as a Supervisor or an employee, become aware of a violent situation.

What is Workplace Violence?

As defined by section 1 of the *Occupational Health and Safety Act*, "workplace violence" means:

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,

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.

Employees' Rights and Responsibilities

Employees are entitled to work free from workplace violence.

Employees are responsible for working together in a professional manner and resolving issues in a non-violent manner. Employees are to bring issues to their supervisor, if they cannot be mutually resolved.

Employees must report incidents of workplace violence to their supervisor. They must also cooperate in the investigation of a violent incident. Anyone who gives evidence or information in an investigation or is involved in the process must keep this information confidential, except when it is necessary to deal effectively with the issue.

Any employee that is experiencing any type of workplace violence (including threats of violence in his or her personal life that could affect the workplace) is encouraged to report this information to Human Resources, his or her supervisor, or another member of the management team. Appropriate steps will be taken to ensure the safety of the particular employee and his or her fellow employees in the workplace.

Employers' Responsibilities

The management at Porcupine Gold Mines will ensure, as much as reasonably possible, that no employees are subjected to workplace violence.

Management will take corrective action under the ***Employee Improvement Action Program*** with anyone under their direction who subjects an employee to workplace violence.

Management will not disclose the name of a complainant or the circumstances of the complaint to anyone except where disclosure is:

- necessary to investigate the complaint,
- required to take corrective action, or
- required by law.

Management will ensure that all employees are aware of the risks of workplace violence and are properly trained and equipped to protect themselves.

This Policy is not intended to discourage or prevent anyone from exercising any other legal rights under any other law.

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Porcupine Gold Mines, its managers and supervisors are responsible for creating a safe working environment, free from workplace violence. Anyone aware of workplace violence must bring it to the attention of their immediate supervisor or management so that the issue can be addressed immediately.

WORKPLACE VIOLENCE PREVENTION PROGRAM

Risk Assessment

Porcupine Gold Mines has conducted a risk assessment to assess the risks of workplace violence that may arise from the nature of the work, the type of work or the conditions of the work. This assessment took into account:

- Circumstances that would be common to similar workplaces; and
- Circumstances specific to our workplace.

The results of this assessment were communicated to the joint health and safety committee in the form of a written report.

Porcupine Gold Mines shall reassess the risks of workplace violence as often as is necessary to ensure that the Workplace Violence Prevention Policy and Program continue to protect workers from workplace violence.

Measures to Eliminate or Minimize the Risk of Workplace Violence

The main risk identified in the risk assessment was Peer on Peer violence. Employees who feel that there is a possibility of workplace violence by other employees or contractors should report this to their supervisor immediately.

Porcupine Gold Mines has an Employee and Family Assistance Program which will assist employees who may have anger, emotional or stress issues due to occupational or non occupational factors. If you require assistance, contact the Occupational Health Nurse or the confidential EAP telephone number at 1 (800) 387-4765.

Workplace violence will not be tolerated at Porcupine Gold Mines. Any employee who violates workplace violence policies will be subject to discipline up to and including termination under the Employee Improvement Action Program.

How to Report Incidents of Workplace Violence

1. Report all incidents of workplace violence (including threats), to your immediate supervisor or to Human Resources.
2. You and your supervisor should assess the risk associated with the situation and complete the **Incident Investigation Form**. The form must be completed for all incidents.

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3. If any injury or mental trauma occurs, the worker and supervisor must complete an **Accident Investigation Form**.

Summoning Immediate Assistance

Where immediate assistance is required and a supervisor is unavailable, employees should contact Security.

Employees who are subjected to workplace violence and who need immediate assistance should yell “help”.

Notification of Workers at Risk

If

(1) a Supervisor of Porcupine Gold Mines is aware that an employee can be expected to encounter a person with a history of violent behaviour, and the risk of workplace violence by that person is likely to expose the employee to physical injury, or

(2) an actual incident of workplace violence has occurred, or

(3) an incident of workplace violence is reasonably expected to occur, Porcupine Gold Mines will take the following steps to ensure the safety of all employees:

1. Human Resources will advise the employees who are at risk. They will also coordinate a review of current procedures to minimize risk.
2. Information about the source of workplace violence will be provided to the employees who are at risk and their supervisors.
3. Appropriate steps will be taken to protect employees.

In doing so, Porcupine Gold Mines will limit its disclosure of personal information to what is necessary to protect employees from physical injury.

Domestic Violence

Any employee who believes that domestic violence may occur in the workplace that would likely expose the employee or another employee to physical injury should report the matter to Human Resources. Porcupine Gold Mines recognizes and respects the sensitivity and confidential nature of such information. Porcupine Gold Mines is committed to reducing the risk of domestic violence occurring in the workplace, but we need the help of all employees. Employees who believe that they are at risk of being subjected to domestic violence will be supported by Human Resources and will be provided with appropriate and confidential outside support, as appropriate.

Recommendation to Get Medical Help

- Employees who have been the victim of workplace violence will be:
 - encouraged to get medical help
 - given the opportunity to be examined by a physician
 - provided with transportation if required
- Employees and their families can get crisis counselling through the ***Employee and Family Assistance Program***, which can be accessed confidentially at ***1(800) 387-4765***.
- An employee who is subjected to workplace violence will keep existing benefits coverage while under treatment or counselling, subject to plan terms.
- If an employee was subject to workplace violence that necessitates medical care or results in the employee not being able to earn full wages, both the company and worker must file a report of injury with the Workplace Safety and Insurance Board.
- The supervisor, Department Head, and Human Resources will review the incident and its effects and take reasonable steps to accommodate employees involved in the incident.

Investigating Incidents of Workplace Violence

1. Following the report of an incident by an employee(s), an investigation team consisting of the Supervisor and other relevant persons (i.e. Union rep etc.) investigate the incident. If the incident involved physical violence or has a high potential risk of violence, the investigation team **must** include the Department Head, General Foreman, Safety Department, Human Resources Department, Joint Occupational Health and Safety Committee member.
2. Information regarding violent incidents or accidents will be provided to the joint health and safety committee. All revisions and recommendations to the Workplace Violence Prevention Policy and Program from the Safety and Training Manager and the Human Resources Manager will be forwarded to the Joint Occupational Health and Safety committee.

Posting

This Workplace Violence Prevention Policy and Program must be posted at a conspicuous place in the workplace.

Policy and Program Review

Porcupine Gold Mines will review this Workplace Violence Prevention Policy and Program at least annually or as often as is necessary to reduce the risk of workplace violence.