



Essential Policies and Programs

July 4th, 2018

(Reviewed Annually)

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Occupational Health and Safety Policy

MadWall Incorporated (“**MadWall**”) is indispensably attentive to its worker’s health and safety. This is to say that as an employer, MadWall and its senior management are vitally interested in the health and safety of its workers. It is in the firm’s highest interest to protect its workers from all injuries or occupational disease and protection of workers from injury or occupational disease is a major continuing objective.

MadWall will make every effort to provide a safe, healthy work environment and will do their due diligence in mitigating, where possible, any injury and/or occupational disease. All employees, supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

MadWall as an employer is ultimately responsible for worker health and safety. I, Nav Madesha, CEO of MadWall Inc., give my personal commitment that I will comply with my duties under the Act, such as taking every reasonable precaution for the protection of workers in the workplace.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are subject to various duties in the workplace, including the duty to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures.. All safety and health related concerns or altercations are to be communicated to the MadWall Safety Committee immediately.

It is also every worker's responsibility to protect his/her health and safety within the confines of the law. The worker is also responsible for ensuring that MadWall’s methods and procedures are deemed safe and in compliance with the law. MadWall encourages all its employees to contemplate health and safety on every task performed. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety

MadWall’s health and safety of its Employees is a fundamental aspect of the firm’s objectives and values. It is in the best interests of all parties to consider health and safety in every activity.

MadWall Incorporated

Per:



(Nav Madesha, CEO)

I have authority to bind the corporation

Date: **July 4th, 2018**

I, _____, acknowledge that I have read MadWall’s Occupational Health and Safety Policy and that I understand and am aware of it’s contents.

Date:

Employee Signature

Workplace Harassment Policy

MadWall and its senior management are thoroughly dedicated to ensuring all preventative measures are in place in order to mitigate workplace violence and harassment. MadWall will not tolerate any form of sexual, emotional, verbal, psychological abuse, nor any other form of harassment. Legislation informing this policy includes: the Ontario Human Rights Code, the Criminal Code of Canada, the Occupational Health and Safety Act, and the Employment Standards Act. This Workplace Harassment Policy is to be read in conjunction with the Workplace Harassment Program, which will be used to implement this policy pursuant to the Occupational Health and Safety Act. The Workplace Harassment Program will follow later in this policy binder.

The Workplace Violence and Workplace Harassment Program include information about how to report incidents of workplace harassment to the employer or supervisors and to a person other than the employer or superiors, if the employer or supervisor is the alleged harasser.

MadWall encourages and supports appropriate behaviours in the work place and is committed to providing an environment in which all workers are treated with respect and dignity.

This policy includes all employees and extends to all professional relationships resulting from MadWall's business. This policy also extends to all employee/customer relationships while the employee is representing MadWall, both during business hours and outside business hours. Workplace harassment will not be tolerated from any person in the workplace (including customers, clients, other employers, supervisors, workers and members of the public, as applicable).

MadWall recognizes the dignity of every person and their right to work in an environment free of discrimination, harassment and abuse. According to the *Ontario Human Rights Code*, every employee has a right to freedom from discrimination on the grounds of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), age, record of offences, marital status, family status, physical or mental disability, gender and sexual orientation.

Workplace harassment means 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 or workplace sexual harassment. Workplace **sexual harassment** means:

- a. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Workplace Sexual harassment *may* include but is not limited to:

- unwelcome sexual innuendo
- unwelcome sexual advances
- inappropriate body contact
- request for sexual favours
- display of exploitative material

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to any member of MadWall's Human Resources team or MadWall's Safety Committee either by phone, email or through the MadWall mobile application.

MadWall will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner and in accordance with the Workplace Harassment Program. Information provided about an incident or a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors, and workers are expected to adhere to this policy and will be held responsible by MadWall for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

MadWall Incorporated

Per: 
(Nav Madesha, CEO)

I have authority to bind the corporation

Date: **July 4th, 2018**

I, _____, acknowledge that I have read MadWall's Workplace Harassment Policy and that I understand and am aware of it's contents.

Date:

Employee Signature

Workplace Harassment Program

MadWall and its senior management are thoroughly dedicated to ensuring all preventative measures are in place in order to mitigate workplace violence and harassment. Sexual or violent harassment in the workplace is intolerable from anyone (including customers, clients, other employees, supervisors, workers and members of the public, as applicable). The workplace harassment program applies to all workers and senior staff of MadWall and all parties involved with MadWall, including clients, and all of their members of staff.

Workplace harassment means 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 or workplace sexual harassment. Examples of workplace harassment include, but are not limited to: making remarks, jokes or innuendos that demean, ridicule, intimidate, or offend; displaying or circulating offensive picture or materials in print or electronic form; bullying; repeated offensive or intimidating phone calls or e-mails; or workplace sexual harassment.

Workplace **sexual harassment** means:

- a. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment. Reasonable management actions would be part of a manager's or supervisor's normal work function and could include changes in work assignments, scheduling, job assessment and evaluation, workplace inspections, implementation of health and safety measures, and disciplinary action.

Reporting workplace harassment

How to report workplace harassment?

Workers can report incidents or complaints of workplace harassment verbally or in writing. When submitting a written complaint, please fill out the *MadWall Incident Reporting Form* which is included in this policy binder. Once completed please send the complaint form by email to MadWall's Human Resources team. When reporting verbally, the reporting contact, along with the worker complaining of harassment will fill out the complaint form. Whether the worker uses the complaint form or not, the employer will still ensure an investigation appropriate in the circumstances is conducted into an incident of workplace harassment.

The report of the incident should include the following information:

- i. Name(s) of the worker who has allegedly experienced workplace harassment and contact information
- ii. Name of the alleged harasser(s), position and contact information (if known)
- iii. Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)
- iv. Details of what happened including date(s), frequency and location(s) of the alleged incident(s)
 - a. Any supporting documents the worker who complains of harassment may have in his/her possession that are relevant to the complaint.
 - b. List any documents a witness, another person or the alleged harasser may have in their possession that are relevant to the complaint.

Who to report workplace harassment to?

An incident or a complaint of workplace harassment should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a timely manner.

Report a workplace harassment incident or complaint to Colin Rodrigues (COO) at either colin.rodrigues@MadWall.ca. If the worker's supervisor or reporting contact is the person engaging in the workplace harassment, contact Harveer Grewal (CFO) at harveer.grewal@MadWall.ca or Nav Madesha (CEO) at nav.madesha@MadWall.ca.

MadWall's Human Resources team shall be notified of the workplace harassment incident or complaint so that they can ensure an investigation is conducted that is appropriate in the circumstances. If the incident or complaint involves the owner(s), or senior executive(s), an external person qualified to conduct a workplace harassment investigation who has knowledge of the relevant workplace harassment laws will be retained to conduct the investigation.

All incidents or complaints of workplace harassment shall be kept confidential except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

Investigation

Commitment to investigate

MadWall will ensure that an investigation appropriate in the circumstances is conducted in a timely manner when the employer, human resources, a manager or supervisor becomes aware of an incident of workplace harassment or receives a complaint of workplace harassment.

Who will investigate?

MadWall's Human Resources team will determine who will conduct the investigation into the incident or complaint of workplace harassment. If the allegations of workplace harassment involve a MadWall owner(s), or senior executive(s), the employer will refer the investigation to an external investigator to conduct an impartial investigation.

Timing of the investigation

The investigation must be completed in a timely manner and generally within 90 days or less unless there are extenuating circumstances (i.e. illness, complex investigation) warranting a longer investigation.

Investigation process

The person conducting the investigation whether internal or external to the workplace will, at minimum, complete the following:

- i. The investigator must ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.
- ii. The investigator must thoroughly interview the worker who allegedly experienced the workplace harassment and the alleged harasser(s) if the alleged harasser is a worker of the employer. If the alleged harasser is not a worker, the investigator should make reasonable efforts to interview the alleged harasser.
- iii. The alleged harasser(s) must be given the opportunity to respond to the specific allegations raised by the worker. In some circumstances, the worker who allegedly experienced the workplace harassment should be given a reasonable opportunity to reply.
- iv. The investigator must interview any relevant witnesses employed by the employer who may be identified by either the worker who allegedly experienced the workplace harassment, the alleged harasser(s) or as necessary to conduct a thorough investigation. The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the employer if there are any identified.
- v. The investigator must collect and review any relevant documents.
- vi. The investigator must take appropriate notes and statements during interviews with the worker who allegedly experienced workplace harassment, the alleged harasser, and any witnesses.
- vii. The investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the worker who allegedly experienced the workplace harassment, the response from the alleged harasser, the evidence of any witnesses, and the evidence gathered. The report

must set out findings of fact and come to a conclusion about whether workplace harassment was found or not.

Results of the investigation

The worker who allegedly experienced the workplace harassment and the alleged harasser (if he or she is a worker of either MadWall or a client of MadWall) will be informed in writing of the results of the investigation and any corrective action taken, or that will be taken by MadWall to address workplace harassment. If the alleged harasser is a worker of a client of MadWall, the results of investigation will be sent to the client, who will be deemed responsible for ensuring that corrective action is undertaken.

An employee who engages in prohibited behavior will be subject to appropriate disciplinary action, as determined by the findings of the investigation. Such discipline may include warnings, demotion, suspension, or immediate dismissal. Also, certain actions may cause the employee to be held legally liable under state or federal law.

Confidentiality

Information about complaints and incidents shall be kept confidential to the extent possible. Information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

While the investigation is on-going, the worker who has allegedly experienced harassment, the alleged harasser(s) and any witnesses should not discuss the incident or complaint or the investigation with each other or other workers or witnesses unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

All records of the investigation will be kept confidential.

Handling complaints

MadWall promises to respond to all complaints brought forth, provided through any format, in a timely manner. An investigation will be carried out to deal with each complaint that is submitted. As per MadWall's workplace harassment investigation procedure, the investigator will thoroughly interview the worker filing a complaint, the alleged harasser, as well as any witnesses, if possible.

If the worker who has allegedly experienced harassment works directly with the alleged harasser (either due to both, or either, being a MadWall worker or a worker of MadWall's clients), the person who received the complaint, or the investigator will deem if the two workers are required to be removed from direct contact.

If harassment is found to be present after completion of the investigation, then corrective actions, depending on the severity of the harassment, will be undertaken regarding both the worker who filed the complaint, as well as the harasser. If the harasser is a MadWall worker, corrective action that they will face may include removal from the assignment they are on, removal from the team they are working with, temporary suspension, as well as permanent suspension.

Record keeping

The employer (human resources or designated person) will keep records of the investigation including:

- a. a copy of the complaint or details about the incident;
- b. a record of the investigation including notes;
- c. a copy of the investigation report (if any);
- d. a summary of the results of the investigation that was provided to the worker who allegedly experienced the workplace harassment and the alleged harasser, if a worker of the employer;
- e. a copy of any corrective action taken to address the complaint or incident of workplace harassment.

All records of the investigation will be kept confidential. The investigation documents, including this report, should not be disclosed unless necessary to investigate an incident or complaint of workplace harassment, take corrective action or otherwise as required by law.

Records will be kept for: 5 years

Date created:

Annual review date:

MadWall Incorporated

Per:



(Nav Madesha, CEO)

I have authority to bind the corporation

Date: **July 4th, 2018**

I, _____, acknowledge that I have read MadWall's Workplace Harassment Program and that I understand and am aware of it's contents.

Date:

Employee Signature

Workplace Violence Policy

MadWall and its senior management are thoroughly dedicated to ensuring all preventative measures are in place in order to mitigate workplace violence and harassment. Sexual or violent harassment in the workplace is intolerable from anyone. The workplace violence policy applies to all various workers and senior staff of MadWall and all parties involved with MadWall, including clients, and all of their members of staff. It is everyone's responsibility to ensure the policy is upheld to prevent all types of workplace violence and harassment.

The management of MadWall is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Workplace violence is defined in the Occupational Health and Safety Act:

The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,

b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,

c) 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.

In addition to workplace violence, as defined above, the below types of abuse will also not be tolerated by MadWall:

Physical Abuse is defined as but not limited to the use of intentional force that can result in physical harm or injury to an individual. It can take the form of slapping, hitting, punching, shaking, pulling, throwing, kicking, biting, choking, strangling or the abusive use of restraints.

Emotional Abuse is defined as but not limited to a chronic attack on an individual's self-esteem. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, habitual scapegoat, blaming.

Verbal Abuse is defined as but not limited to humiliating remarks, name calling, swearing at, taunting, teasing, continual put downs.

Psychological Abuse is defined as but not limited to communication of an abusive nature, sarcasm, exploitive behaviour, intimidation, manipulation, and insensitivity to race, sexual preference or family dynamics.

Neglect is defined as but not limited to any behaviour that leads to a failure to provide services which are necessary such as withdrawing necessities as forms of punishment, failing to assess and respond to changes in health status and refusing or withdrawing physical or emotional support.

This definition of workplace violence is broad enough to include acts that would constitute offences under Canada's Criminal Code.

Violent behaviour in the workplace is unacceptable from anyone. Workplace violence will not be tolerated from any person in the workplace (including customers, clients, other employers, supervisors, workers and members of the public, as applicable). Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence program that implements this policy is also included in this policy binder. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.

Supervisors are responsible for confirming that all procedures and methods are implemented and followed by all those under his/her supervision. All information related to this policy and the program is to be provided to the workers. Workers are encouraged to report any incidents of workplace harassment to any member of MadWall's Human Resources team or MadWall's Safety Committee either by phone, email or through the MadWall mobile application.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Any person witnessing an incident may make a third-party complaint.

Untrue and malicious allegations of harassment under this policy will be subject to disciplinary action and may be subject to legal action.

All employees/workers are responsible for adhering to the policy and the program. MadWall strongly encourages all its employees to raise any concern or issue to aid MadWall in the protection against all workplace violence and harassment related problems. All incidents or concerns will be taken seriously and investigated in a fair and timely manner by MadWall. This will all be done while taking into consideration the privacy of all parties.

Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

MadWall Incorporated

Per:



(Nav Madesha, CEO)

I have authority to bind the corporation

Date: **July 4th, 2018**

I, _____, acknowledge that I have read MadWall's Workplace Violence Policy and that I understand and am aware of its contents.

Date:

Employee Signature

Workplace Violence Program

MadWall and its senior management are thoroughly dedicated to ensuring all preventative measures are in place in order to mitigate workplace violence and harassment. Sexual or violent harassment in the workplace is intolerable from anyone. The workplace violence policy applies to all various workers and senior staff of MadWall and all parties involved with MadWall, including clients, and all of their members of staff.

Workplace violence is defined in the Ontario Health and Safety Act (OHSA) as the exercise or attempted exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker, 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. This includes: verbally threatening to attack a worker; leaving threatening notes at or sending threatening e-mails to a workplace; shaking a fist in a worker's face; kicking an object that a worker is standing on such as a ladder. This definition of workplace violence is broad enough to also include acts that would constitute offences under Canada's Criminal Code.

MadWall's workplace violence program is intended to provide appropriate information and instruction to workers on the contents of workplace violence. It is crucial that all workers should: know how to summon immediate assistance; know how to report incidents of workplace violence to either MadWall, MadWall's clients, or supervisors; know how MadWall will investigate and deal with incidents, threats or complaints; know, understand and be able to carry out the measures and procedures that are in place to protect them from workplace violence; be able to carry out any other procedures that are part of this program.

Workplace Violence Risk Assessment

MadWall workers may go out to perform work for several of MadWall's clients, for whom each will have different workplaces, types of work, and conditions of work. MadWall clients will have complete knowledge, measures, and procedures to control the risks of workplace violence that exist in their workplaces. Clients should be assessing risks of workplace violence often, and with the aid of both workers and supervisors.

Some measures and procedures that MadWall workers should have access to when performing work for a MadWall client include: safe work procedures, personal protective equipment, design or physical layout of the workplace, emergency procedures that would be relevant to violent or potentially violent incidents, and worker training on managing a person who may become aggressive or violent.

Summoning immediate assistance

Immediate assistance should be summoned when workplace violence occurs or is likely to occur. Workers should notify a supervisor if there are either a victim or a witness to workplace violence, or if they suspect that workplace violence is likely to occur. It is crucial that workplace

violence incidents have a supervisor(s) tend to them as soon as possible. Thus notifying a supervisor should be the first step workers take when workplace violence occurs or is likely to occur.

If your life or the lives of other employees are at risk, the supervisor may direct you and other employees to either a safe and secure room, or an exit. If a serious offense has occurred or you believe a serious offense is likely to occur, please call 911 immediately. If any person within the workplace is severely injured and needs immediate medical attention, do not hesitate to call 911 first before notifying a supervisor on duty. If you feel that you are being threatened or are about to become subject to workplace violence and you are unable to reach a supervisor, please notify anyone else in the surrounding area.

Undue retaliation to workplace violence may also be deemed to be an act of workplace violence and will be dealt with by management as such. Unless otherwise necessary, whether a victim or witness to workplace violence do not speak to another worker about the incident, unless they are a supervisor or manager in charge.

How to report workplace violence?

Workers can report incidents or complaints of workplace violence verbally or in writing. When submitting a written complaint, please fill out the *MadWall Incident Reporting Form* (see attached) and email it to MadWall's Human Resources team. When reporting verbally, the reporting contact, along with the worker complaining of workplace violence will fill out the complaint form.

The report of the incident should include the following information:

- v. Name(s) of the worker who has allegedly experienced workplace violence and contact information
- vi. Name of the alleged offender(s), position and contact information (if known)
- vii. Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)
- viii. Details of what happened including date(s), frequency and location(s) of the alleged incident(s)
 - a. Any supporting documents the worker who complains of violence may have in his/her possession that is relevant to the complaint.
 - b. List any documents a witness, another person or the alleged offender may have in their possession that are relevant to the complaint.

Who to report workplace harassment to?

An incident or a complaint of workplace violence should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a timely manner.

Report a workplace violence incident or complaint to Colin Rodrigues (COO) at either colin.rodrigues@MadWall.ca or (MADWALL PHONE LINE). If the worker's supervisor or reporting contact is the person engaging in the workplace violence, contact Harveer Grewal (CFO) at harveer.grewal@MadWall.ca or Nav Madesha (CEO) at nav.madesha@MadWall.ca.

MadWall's Human Resources team shall be notified of the workplace violence incident or complaint so that they can ensure an investigation is conducted that is appropriate in the circumstances. If the incident or complaint involves the owner(s), or senior executive(s), an external person qualified to conduct a workplace violence investigation who has knowledge of the relevant workplace violence laws will be retained to conduct the investigation.

All incidents or complaints of workplace violence shall be kept confidential except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

Investigation

Commitment to investigate

MadWall will ensure that an investigation appropriate in the circumstances is conducted within a timely manner when the employer, human resources, a manager or supervisor becomes aware of an incident of workplace violence or receives a complaint of workplace violence.

Who will investigate?

MadWall's Human Resources team will determine who will conduct the investigation into the incident or complaint of workplace violence. If the allegations of workplace violence involve a MadWall owner(s), or senior executive(s), the employer will refer the investigation to an external investigator to conduct an impartial investigation.

Timing of the investigation

The investigation must be completed in a timely manner and generally within 90 days or less unless there are extenuating circumstances (i.e. illness, complex investigation) warranting a longer investigation.

Investigation process

The person conducting the investigation whether internal or external to the workplace will, at minimum, complete the following:

- viii. The investigator must ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.
- ix. The investigator must thoroughly interview the worker who allegedly experienced the workplace violence and the alleged offender(s) if the alleged

offender is a worker of the employer. If the alleged offender is not a worker, the investigator should make reasonable efforts to interview the alleged offender.

- x. The alleged offender(s) must be given the opportunity to respond to the specific allegations raised by the worker. In some circumstances, the worker who allegedly experienced the workplace violence should be given a reasonable opportunity to reply.
- xi. The investigator must interview any relevant witnesses employed by the employer who may be identified by either the worker who allegedly experienced the workplace violence, the alleged offender(s) or as necessary to conduct a thorough investigation. The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the employer if there are any identified.
- xii. The investigator must collect and review any relevant documents.
- xiii. The investigator must take appropriate notes and statements during interviews with the worker who allegedly experienced workplace violence, the alleged offender, and any witnesses.
- xiv. The investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the worker who allegedly experienced the workplace violence, the response from the alleged offender, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and come to a conclusion about whether workplace violence was found or not.

Results of the investigation

The worker who allegedly experienced the workplace harassment and the alleged harasser (if he or she is a worker of either MadWall or a client of MadWall) will be informed in writing of the results of the investigation and any corrective action taken, or that will be taken by MadWall to address workplace harassment. If the alleged harasser is a worker of a client of MadWall, the results of investigation will be sent to the client, who will be deemed responsible for ensuring that corrective action is undertaken.

An employee who engages in prohibited behavior will be subject to appropriate disciplinary action, as determined by the findings of the investigation. Such discipline may include warnings, demotion, suspension, or immediate dismissal. Also, certain actions may cause the employee to be held legally liable under state or federal law.

Domestic Violence Incidents

A person who has a personal relationship with a worker – such as a spouse or former spouse, current or former intimate partner or a family member – may physically harm, or attempt or threaten to physically harm, that worker at work. In these situations, domestic

violence is considered workplace violence. If a worker believes that they may be the target of workplace violence by someone whom they have or have had a personal relationship with, they should notify their supervisor. Measures for the summoning of immediate assistance or for reporting violent incidents could help protect workers from domestic violence when it may occur in the workplace.

Intentional Workplace Violence Incidents

Accidental situations – such as a worker tripping over an object and pushing a co-worker as a result – are not meant to be included.

For workplace violence to occur, a person must apply, attempt to apply, or threaten to apply physical force to a worker. However, he or she does not need to have the capacity to appreciate that these actions could cause physical harm.

For example, a person may have a medical condition that causes them to act out physically in response to a stimulus in their environment. This would still be considered workplace violence.

Workplace violence could also include situations where two non-workers, patients, for example, are fighting and a worker is injured when he or she intervenes. The non-workers may not have intended their violence to spill over to anyone else, but they used physical force, which ultimately caused physical injury to a worker.

Employers would be expected to take these situations into account when assessing the risks of workplace violence and when dealing with incidents. They would be required to establish measures and procedures to protect workers from this type of behaviour.

MadWall Incorporated

Per: 
(Nav Madesha, CEO)

I have authority to bind the corporation

Date: **July 4th, 2018**

I, _____, acknowledge that I have read MadWall's Workplace Violence Program and that I understand and am aware of it's contents.

Date:

Employee Signature

AODA Policy

MadWall Incorporated (“**MadWall**”) is committed to working with its employees to ensure that accessibility needs are met and supported. MadWall follows the Accessibility for Ontarians with Disabilities Act.

MadWall is committed to meeting the communication needs of people with disabilities. When asked, we will provide information and communications materials in accessible formats or with communication supports. This includes publicly available information about MadWall services, as well as publicly available emergency information.

MadWall welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the onboarding process.

MadWall Incorporated

Per: 
(Nav Madesha, CEO)

I have authority to bind the corporation

Date: **July 4th, 2018**

I, _____, acknowledge that I have read MadWall’s AODA Policy and that I understand and am aware of it’s contents.

Date:

Employee Signature

Absenteeism and Lateness Policy

MadWall has very stern guidelines regarding absenteeism and lateness. MadWall has the right and responsibility to deduct any time from the Worker who has not adhered to their scheduled Assignment.

As stated in MadWall's Rating Policy, the firm gives adequate room for a limited number of unexpected absenteeism and lateness whether intentional or unintentional. With the Worker's ability to increase their rating score with positive actions, MadWall provides many opportunities to those Workers who align with the core values of the firm. Please review the MadWall Rating Policy for further details.

MadWall's goals are to provide its Clients with competent Workers who arrive on schedule and are ready to work with all required equipment. This responsibility ultimately falls to the worker to uphold. Those who do not adhere to policies set out by MadWall will face disciplinary action, including but not limited to termination for cause.

It is the Worker's responsibility to notify MadWall of any unexpected absenteeism or lateness immediately. The Worker is also responsible for canceling the Assignment in question using the MadWall App. If this is not done, the Worker may face disciplinary action. The lateness or absenteeism will be noted by the Client and shared with MadWall at the earliest convenience. If a timesheet marks a worker as late, MadWall does not have any obligation to pay the Worker, except for hours of work completed (ie. the Worker will not be paid for the entire shift. For instance, if the scheduled shift is 8 hours long and the Worker arrives one hour late, the Worker will only be paid for 7 hours of work).

MadWall emphasizes the role of the Worker regarding absenteeism and lateness in this policy. MadWall will help investigate any discrepancies at the Worker's request.

MadWall Incorporated

Per:



(Nav Madesha, CEO)

I have authority to bind the corporation

Date: **July 4th, 2018**

I, _____, acknowledge that I have read MadWall's Absenteeism and Lateness Policy and that I understand and am aware of it's contents.

Date:

Employee Signature

Substance Abuse Policy

MadWall is committed to maintaining a drug and alcohol free environment. It is the duty of all Employees to ensure all incidents are reported immediately. If an Employee has a concern, they should speak to their direct supervisor. MadWall is governed by the law, including the Human Rights Code and will adhere to same when considering substance abuse issues.

MadWall recognizes that drug and/or alcohol dependency is a disability and will accommodate the worker in accordance with the law. There is to be absolutely no drugs or alcohol to be used during or twelve (24) hours prior to entering the workplace. These drugs include legitimate and illicit drugs that cause or contribute to unacceptable job performance or unusual job behaviour. No machinery or equipment is to be used while under the influence of any drugs or alcohol.

MadWall Incorporated

Per: 
(Nav Madesha, CEO)

I have authority to bind the corporation

Date: **July 4th, 2018**

I, _____, acknowledge that I have read MadWall's Substance Abuse Policy and that I understand and am aware of it's contents.

Date:

Employee Signature

Hygiene and Safety Standards

The Employee is responsible for adhering to both MadWall and its Clients' hygiene standards policy.

MadWall requires all of its Employees to present themselves professionally at all times. This includes appropriate attire, personal hygiene, and appearance. It is expected of the Employee not to be wearing any jewelry and loose items, as these may result in safety hazards. Hair is to be tied back and out of the way at all times. Hairnets may be required by the Client. The Employee is to communicate any and all illnesses, diseases and injuries to their direct supervisor. It is also the Employee's duty to ensure all personal equipment is inspected and maintained as required.

MadWall takes pride in its Employees and expects them to behave in a professional manner at all times. It is important that the Employees follow the work specific hygiene policies as different workplaces have different requirements.

MadWall Incorporated

Per: 

(Nav Madesha, CEO)

I have authority to bind the corporation

Date: **July 4th, 2018**

I, _____, acknowledge that I have read MadWall's Hygiene and Safety Standards and that I understand and am aware of it's contents.

Date:

Employee Signature

Return to Work Policy

MadWall recognizes that employees who are returning to work from an occupational or personal injury or illness may require enhanced efforts to successfully integrate them back into the workplace. MadWall will endeavour to make every reasonable effort to provide suitable early and safe return to work for employees within their medical restrictions. MadWall will assist employees through endeavouring to offer reasonable and suitable modified work to an employee who is unable to perform his/her normal duties as a consequence of injury, illness or pregnancy.

The work must be productive, dignified and the result of the work must have value. Every case will be assess on an individual basis with the support of the individual employee, the physician, the manager and where applicable the Workplace Safety and Insurance Board or Group Insurance provider.

This program shall not infringe upon or prevent an employee from participating in any program the WSIB or the employees' doctor considers to be beneficial.

Nothing contained in this program will restrict or interfere with the benefit carriers' ability to obtain medical information or to administer the short term or long term disability programs.

Where the company does not consider it has sufficient information to assess the employee's ability to return to work, it may request further information and an employee may be required to attend an independent medical examination.

MadWall Incorporated

Per: 

(Nav Madesha, CEO)

I have authority to bind the corporation

Date: **July 4th, 2018**

I, _____, acknowledge that I have read MadWall's Return to Work Policy and that I understand and am aware of it's contents.

Date:

Employee Signature

Rating Policy

MadWall has the responsibility to fairly rate each employee based on performance, attendance, and client review. Each employee is evaluated individually through MadWall's electronic interface. MadWall reserves the right to modify each employee's score at the firm's discretion. Each new hire is given a five (5.0) rating score at the start of their employment at the firm.

Some metrics of the Rating Rules (as seen below) have a maximum allowable point allocation within a given month. The maximum allowable point allocation resets at the beginning of each month. MadWall conducts employee rating assessments at the end of each month. Employees are eligible to earn a two percent (2%) increase in their month's gross pay if they end the rating assessment with a five (5.0) star rating. MadWall reserves the right to be held under no obligation to pay these bonuses. MadWall reserves the right to revoke the bonus based on rating score, single or multiple sources of review, single or multiple metrics, and based on the compliance with all MadWall's terms & conditions.

MadWall reserves the right to terminate an employee based on the rating score or any single metric and source of review. The firm also reserves the right to terminate an employee for noncompliance with the Terms and Conditions set out by MadWall.

Each employee is to retain a minimal score of four (4.0), called the Datum Score. If an employee is under the datum score, the ability to put out an application for any assignment is restricted. An employee that is under the datum score does not result in termination unless there is noncompliance with the Terms and Conditions. The employee is responsible for providing all documentation to the firm to support their claim. The outcome of the reassessment will either be an increase to the rating score or no change. MadWall reserves the right to the final decisions in regards to the reassessment.

The reassessment will comprise of a three-day (3) suspension and the viewing of a mandatory video. An employee may file for reassessment up to three (3) times, after which they may no longer file for reassessment – thus suspending their MadWall account permanently. This may result in termination.

An employee who has dropped below the datum score will still be obligated to finish any assignments that are within the next forty-eight (48) hours. All other assignments will be placed back into the assignment pool.

Rating Rules

Metric	Description	Value **	Max Allowable Per Month **
Finishing Jobs	Successfully completing 5 Jobs	+0.2	+0.4
Employer Rating	5 Star Rating	+ 0.1	+ 0.2
	4 Star Rating	+ 0.05	+ 0.1
	3 Star Rating	± 0	-
	2 Star Rating	- 0.05	No Limit
	1 Star Rating	- 0.1	No Limit
Monthly Earnings	$\$0 \leq \text{Gross Monthly Earnings} \leq \1499	± 0	± 0
	$\$1500 \leq \text{Gross Monthly Earning} \leq \1999	+ 0.2	+ 0.2
	$\$2000 \leq \text{Gross Monthly Earning}$	+ 0.4	+ 0.4
5 Star Score	2% Bonus on Monthly Gross Earnings	-	-
No Show	Employee did not show up for approved assignment	-1.0	No Limit
Late to Job	Employee did not meet the requirements of the job assignment start time	-0.2	No Limit
Left Job Early	Employee did not stay for the duration of the job assignment	-0.2	No Limit
Withdrawing from an approved Job	Withdrawing from an approved assignment:	-	-
	Before 48 hours from the start time	± 0	± 0
	48 hours ≤ Start Time ≤ 25 hours	- 0.2	No Limit
	24 hours ≤ Start Time ≤ 12 hours	- 0.4	No Limit
	12 hours ≤ Start Time	- 1.0	No Limit

** MadWall Inc. Reserves the right to modify without notice

MadWall Incorporated

Per:



(Nav Madesha, CEO)

I have authority to bind the corporation

Date: **July 4th, 2018**

I, _____, acknowledge that I have read MadWall's Rating Policy & Rating Rules and that I understand and am aware of it's contents.

Date:

Employee Signature

Privacy Policy Statement

Introduction

1. This Employee Privacy Policy Statement (the “Privacy Policy”) contains the policies, procedures and practices to be followed by MadWall Incorporated and any of its present or future subsidiaries (the “Company”) pertaining to the collection, use, retention and disclosure (whether through the App, Website or otherwise) of personal information (the “Personal Information”) of an identifiable person (the “Individual”) that is a present, future or former employee of the Company.
2. The Company recognizes the confidential nature of the Personal Information in its care and is accountable for the compliance of itself and its directors, officers, management, employees, representatives and agents including consultants and independent contractors (the “Staff”) in protecting this Personal Information.
3. For the purpose of this Privacy Policy, the term “Personal Information” has the meaning of any information or collection of information in any form, whether oral, electronic or written that pertains to the Individual excluding information that is publicly available in its entirety. Personal Information will also include any publicly available information that is combined with non-publicly available information.
4. Personal Information includes but is not limited to name, home address, home phone number, home email address, identity verification information, Social Insurance Number, physical description, age, gender, salary, education, professional designation, personal hobbies and activities, medical history, employment history, credit history, contents of resume, references, interview notes, performance review notes and emergency contact information.
5. Personal Information will not include the Individual's business title, and business address and contact information when used or disclosed for the purposes of reasonable business communication.
6. The Company will implement policies and procedures that give effect to this Privacy Policy including procedures to protect and secure Personal Information, procedures to receive, investigate and resolve complaints, procedures to ensure adequate training of the Staff concerning the Company's privacy policies, and procedures to distribute new and current information pertaining to the Company's Privacy Policy.

Corporate Privacy Policy

7. The Company and the Staff will at all times respect the confidentiality of the Personal Information placed in its care. The Company will endeavor to ensure that the policies affecting the collection, storage and disclosure of Personal Information reflect the confidential nature of the information.
8. The Company will comply with all applicable privacy legislation and regulations in force now and in the future related to protecting the confidentiality of Personal Information.

Purposes for which Personal Information is Collected

9. Personal Information will be collected, used and disclosed for purposes pertaining to the Individual's employment relationship with the Company, including but not limited to the administration of employee hiring, performance reviews, the administration of employee

payroll, processing of employee benefit claims, and for the purpose of complying with all applicable labor and employment legislation.

10. The purposes for collecting Personal Information will be documented by the Company. Personal Information will only be used for the stated purpose or purposes for which it was originally collected. The purposes for which Personal Information is being collected will be identified orally or in writing to the Individual before it is collected. The person collecting the information will be able to explain the purpose at the time that the information is collected.
11. The Company may use Personal Information for a purpose other than the originally stated purpose where the new purpose is required by law or where the Company has obtained consent in writing from the affected Individual for each new purpose.

Knowledge and Consent

12. Knowledge and consent is required from the affected Individual for the collection, use and disclosure of all Personal Information subject to exceptions noted elsewhere in the Privacy Policy statement. Users of the MadWall App and/or Website, through acceptance of the Terms and Conditions, shall have consented to the collection, use, disclosure and retention of personal information by and between MadWall and third-party clients for the strict purposes required in order for you to be employed by MadWall and provide temporary work for clients (which shall include but not be limited to all purposes specifically listed herein) and shall have accepted the within Policy.
13. Consent will not be obtained through deception or misrepresentation.
14. Any use or disclosure of Personal Information will be within the reasonable expectations of the Individual.
15. Subject to legal and contractual obligations, an Individual may withdraw their consent on reasonable notice.

Legislation and Regulation

16. Where the Company has Individuals living and working in different jurisdictions the specific rights and obligations of Individuals may vary between jurisdictions.
17. The Company is subject to the privacy legislation in all jurisdictions in which the Company operates. If any term, covenant, condition or provision of this Privacy Policy is held by a court of competent jurisdiction to be invalid, void or unenforceable, it is the intent of this Privacy Policy that the scope of the rights and obligations of the Privacy Policy be reduced only for the affected jurisdiction and only to the extent deemed necessary under the laws of the local jurisdiction to render the provision reasonable and enforceable and the remainder of the provisions of the Privacy Policy statement will in no way be affected, impaired or invalidated as a result.
18. Where this Privacy Policy provides greater rights and protections to the Individual than the available governing law, the terms of this Privacy Policy will prevail wherever allowed by law.

Scope and Application

19. The rights and obligations described in this Privacy Policy will apply to all Individuals. The Company and the Staff must comply with the policies, procedures and practices described in the Privacy Policy.

Collection of Personal Information

20. The type and amount of Personal Information collected by the Company will be limited to the minimum necessary to accomplish reasonable business purposes. Personal Information will not be collected maliciously, indiscriminately or without a reasonable business purpose.
21. Personal Information will be collected using fair and lawful means.

Access by Authorized Company Representatives

22. All Personal Information will be released internally only on a need-to-know basis. In the course of normal and reasonable business practices it is the policy of the Company to grant designated Company representatives access to Personal Information files. This access will not exceed that necessary to accomplish the specific business function of the Company representative nor the purpose for which the information was originally collected.

Accuracy of Personal Information

23. The Company will endeavor to ensure that all Personal Information collected is accurate and validated using reasonable business practices and procedures. The Company is also committed to ensuring that the Personal Information remains accurate for the purpose for which it was collected.

Rights of Access and Correction

24. The Company will make reasonable efforts to ensure that Personal Information is at all times complete and accurate for its stated purpose.
25. An Individual may apply for access to their Personal Information by submitting a request in writing along with adequate proof of identity to an authorized personnel officer. Where the application is made in person the requirement for proof of identity will be at the discretion of the personnel officer. The Individual will be provided with a copy of all available information that is not subject to restriction as described in this Privacy Policy. The Company may elect to provide sensitive medical information (the "Medical Information") through a licensed medical practitioner. All Personal Information and Medical Information will be provided at no cost or at a minimal cost that is not prohibitive.
26. The Company will also provide a specific summary of how the Personal Information has been used and to whom it has been disclosed. Where a detailed account of disclosure is not available, the Company will provide a list of organizations to which the Personal Information may have been disclosed.
27. The Personal Information disclosed to an Individual must be in a form that is reasonable and understandable. Where the meaning of information is not clear then translations and explanations will be provided without additional cost.

28. Where an Individual suspects that an error exists in their Personal Information, the Individual may submit a request in writing for correction. This request should include any relevant information substantiating the error and should describe the correction to be made. The Company will make all reasonable efforts to address any request for correction.
29. Where the Individual successfully demonstrates an error in their Personal Information the Company will make appropriate corrections. Any modifications, additions or deletions to the Individual's Personal Information will be made only by an authorized personnel officer.
30. Where a request for correction is not successful, the details and substantiating evidence of the request will be recorded and retained by the Company.
31. The Company will endeavor to respond promptly to any reasonable request for disclosure and correction made by an Individual to ensure the continued accuracy of Personal Information.
32. In some instances the Company may be required to limit access to Personal Information because of statutory or regulatory requirements. In all instances however the Company will make all reasonable efforts to comply with the Individual's request for access and correction to the extent of what is allowed by statute or regulation.
33. The Company may refuse access to portions of the Personal Information of an Individual where it is found to contain Personal Information pertaining to another Individual.

Use and Disclosure of Personal Information

34. The Company and the Staff will keep confidential all Personal Information in its control except where one or more of the following conditions apply:
 - a. where the Individual who is the subject of disclosure has provided written consent;
 - b. where the disclosure is in accord with the purposes for which the Personal Information was originally collected;
 - c. where the disclosure is for the purpose of providing employment references to prospective employers and where the Personal Information disclosed is limited to information considered reasonably necessary for the purpose of providing employment references;
 - d. where the Company is permitted or required to do so by applicable legislation or regulation;
 - e. where the disclosure is directed to health benefit providers and where the purpose of the disclosure is in accord with the purposes for which the Personal Information was originally collected;
 - f. where the disclosure is required by authorized government representatives who are acting to enforce any federal, provincial or territorial law or carrying out an investigation relating to the enforcement of any federal, provincial or territorial law or gathering information for the purpose of enforcing any federal, provincial or territorial law;
 - g. where the Company is required to comply with valid court orders, warrants or subpoenas or other valid legal processes and
 - h. in an emergency to protect the physical safety of any person or group of persons.

Disclosure Log

35. The Company will take reasonable care to maintain a disclosure transaction log that accurately records all use, corrections, additions, deletions and disclosures including the names of all parties enabling the transaction. Where the Personal Information of the Individual is disclosed to any person or organization, the name of the person or organization to which the Personal Information is disclosed will be recorded along with a reasonably thorough description of the purpose of the disclosure.

Medical Information

36. Where Medical Information is collected pertaining to an Individual, the Company will store and secure all Medical Information with a greater level of protection and in a separate location from Personal Information. Access to Medical Information will be restricted to Company personnel (the “Medical Information Personnel”) specifically selected for this task. The Company will take all reasonable care in selecting the Medical Information Personnel recognizing the extreme sensitivity and confidentiality of all Medical Information.
37. In all cases, any disclosure of Medical Information by the Company to any third party or agency will require the written consent of the affected Individual for each instance.

Confidentiality of Drug and Alcohol Results

38. Any documentation collected by the Company related to drug or alcohol impairment test results, which testing shall only occur in accordance with applicable employment laws, will remain strictly confidential and will be stored and secured in a separate location from Personal Information and will be safeguarded with a greater level of protection.
39. Any documentation collected by the Company related to drug or alcohol impairment test results may not be disclosed except:
- a. to the Individual or any other person designated in writing by the Individual;
 - b. to the Company employee designated to evaluate these test results and
 - c. as ordered by any government agency authorized by law or any court having jurisdiction.

Ownership of Personal Information

40. All Personal Information collected by the Company in compliance with this Privacy Policy are business records of the Company and as such will remain the property of the Company. The Company has the right to retain all Personal Information collected subject to the retention limits described in this Privacy Policy.

Retention and Disposal of Personal Information

41. Any Personal Information collected by the Company will be retained by the Company during the period of active employment of the Individual as well as during the post-employment period only as long as the Personal Information is required to serve its original purpose or as directed by applicable legislation or regulation.
42. Personal Information that is no longer needed for its stated purpose will be destroyed, erased or made anonymous.
43. The Company will ensure that all practices and procedures relating to the disposal of Personal Information will respect the fundamental policy of confidentiality. All Personal

Information disposal procedures, including the disposal of computerized data storage devices, will ensure the complete destruction of Personal Information so that there will be no risk of subsequent unauthorized disclosure of Personal Information.

Deceased Individuals

44. The rights and protections of the Company's Privacy Policies will extend to deceased Individuals.

Security

45. The Company will take and enforce all reasonable security measures appropriate for the sensitivity of the information to ensure that all Personal Information for every Individual is protected against any form of unauthorized use including but not limited to accidental or malicious disclosure, unauthorized access, unauthorized modification, unauthorized duplication or theft.
46. Methods of security will include but not be limited to the following:
 - a. physical security including locked filing cabinets and secure-access offices;
 - b. organizational security including security clearances and access limited on a "need-to-know" basis and
 - c. technological security including passwords and encryption.
47. The Company will educate and inform all Staff regarding the Privacy Policy and related procedures and on the importance of confidentiality of Personal Information and will monitor compliance with the Privacy Policy and may observe and investigate the information management practices of all Staff having care of Personal Information.

Knowledge of Unauthorized Disclosure

48. Responsibility for the security of Personal Information is a responsibility that the Company holds in very serious regard. Any Staff having knowledge of an impending unauthorized disclosure, whether intentional or unintentional, and who fail to act to prevent the unauthorized breach will be subject to sanction as described in the Enforcement section of this document including the immediate dismissal of the offending Staff.

Enforcement

49. All Staff having care over Personal Information must comply with the policies, procedures and practices described in the Privacy Policy. Any breach of any term or condition of this Privacy Policy, whether intentional or unintentional, including but not limited to the unauthorized disclosure of Personal Information is grounds for disciplinary action up to and including the immediate dismissal of any and all responsible Staff. Any breach of any term or condition of this Privacy Policy, whether intentional or unintentional, is grounds for dismissal with cause.

Compliance with Privacy Policy

50. The Company will have a procedure that will allow Individuals to challenge the Company's compliance with this Privacy Policy. The Company will also have procedures to promptly respond to Privacy Policy compliance challenges.
51. The Company will make all reasonable efforts to investigate and respond to compliance challenges relating to this Privacy Policy. Where a challenge is well founded the

Company will take action to correct any outstanding problems up to and including amending the Privacy Policy and related procedures.

Mediation and Arbitration

- 52. In the event a dispute arises out of or in connection with this Privacy Policy, the parties will first attempt to resolve the dispute through friendly consultation.

- 53. If the dispute is not resolved within a reasonable period then any or all outstanding issues may be submitted to mediation in accordance with any statutory rules of mediation. If mediation is not successful in resolving the entire dispute or is unavailable, any outstanding issues will be submitted to final and binding arbitration in accordance with the laws of the Province of Ontario. The arbitrator's award will be final, and judgment may be entered upon it by any court having jurisdiction within the Province of Ontario.

MadWall Incorporated

Per: 
(Nav Madesha, CEO)

I have authority to bind the corporation

Date: **July 4th, 2018**

I, _____, acknowledge that I have read MadWall’s Privacy Policy Statement and that I understand and am aware of it’s contents.

Date:

Employee Signature



MadWall Incident Reporting Form

Use this form to report any near misses, injuries, workplace violence and workplace harassment incidents that occur. Please send this completed form to MadWall's human resources team at info@madwall.ca.

First Name:		Last Name:	
Phone Number:	Email:	Phone Number:	
Date:	Incident Date:	Time of Incident:	
Signature:			

Are you reporting on the behalf of another MadWall associate? Yes No

If Yes, please provide the name of the MadWall associate:

What are you reporting?

- Near miss Injury Property/equipment damage
 Workplace harassment Workplace violence

Where did the incident take place?

Please specify if the incident occurred at a client's workplace, and/or the full address of the location

Who was involved in the incident?

Please provide full names of those involved as well as their contact info, if possible

Describe the incident:

What actions were taken immediately after the incident?

Where there any witnesses of the incident?

Please provide full names of witnesses as well as their contact info, if possible