

MONDAY
MARCH 29, 2010

8:30 am
*Registration and
Continental Breakfast*

9:00 am
Workshop Start Time

12:30 pm
Workshop End Time

Where:
**Hampton Inn Ottawa
& Conference Centre;**
**200 Coventry Rd.,
Ottawa**

PRACTICAL STRATEGIES FOR THE DEVELOPMENT AND IMPLEMENTATION OF A WORKPLACE VIOLENCE AND HARASSMENT PROGRAM

Bill 168, the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace)* comes into force on June 15, 2010.

The legislation imposes significant obligations on employers to develop, implement and annually review comprehensive policies and programs to address workplace violence and harassment. To assist you and your organization in meeting the legislative requirements, Emond Harnden LLP presents a half-day compliance workshop.

In this interactive workshop, participants will be taken step-by-step through the development and implementation of an effective and enforceable workplace violence and harassment prevention program. You will leave this workshop with the core concepts and tools necessary to address these issues in your workplace.

Our lawyers, Colleen Dunlop and Kecia Podetz, will review the key issues to consider when developing and implementing the required policies and programs.

The session will utilize case scenarios and interactive discussions to provide you with the information to comply with the legal requirements. Working in a collaborative setting you will learn how to:

1. Conduct a workplace risk assessment;
2. Develop a workplace violence and harassment policy;
3. Implement a workplace violence and harassment program; and
4. Investigate a workplace incident.

You will benefit from the opportunity to share your experiences, concerns and lessons learned with the other workshop participants and you will be provided with comprehensive workshop materials, including sample policies and checklists.

W O R K S H O P S C H E D U L E

- 8:30 to 9:00** *Registration and Continental Breakfast*
- 9:00 to 9:30** **Overview of Bill 168 Requirements**
- 9:30 to 10:00** **Guest Speaker**
- 10:00 to 10:30** **Workshop Begins**
- 10:30 to 10:45** *Refreshment Break*
- 10:45 to 12:30** **Workshop Continues**
- 12:30** **Workshop ends**

R E G I S T R A T I O N F O R M

Registration Fee: \$200.00 + GST (\$10.00) = \$210.00

Group Rate: \$150 + GST (\$7.50) = \$157.50 (per person)
(for groups of 3 or more individuals from the same employer)

Space is limited. In order to ensure your participation in the Workshop, please send your registration before March 15, 2010.

Registration Fee Includes: Workshop materials, continental breakfast and refreshments

Please return the completed registration form with payment to:

Emond Harnden LLP, 707 Bank Street, Ottawa, Ontario K1S 3V1

Name: _____ Title: _____

Company: _____

Address: _____ City: _____

Province: _____ Postal Code: _____ Telephone: _____

E-mail: _____ Fax: _____

Please tell us how you learned about this Workshop: E-mail Emond Harnden Website Other _____

Cheque (payable to Emond Harnden LLP)

Visa / MasterCard /American Express- Please indicate Card Number: _____ Expires _____

H O W T O R E G I S T E R

- Call: 613-563-7663 x 276 (Julie Levesque)
- Fax: 613-563-8001
- Mail: Emond Harnden, 707 Bank Street, Ottawa, Ontario, K1S 3V1
- E-mail: info@emondharnden.com
- Internet: www.emondharnden.com

Emond  **Harnden** SRL
LLP

Cancellation: *Payment must be received prior to attending the workshop. Please make all cheques payable to Emond Harnden LLP (GST No. R114763535) and mark the name of the registrant and the name of the workshop on the enclosed cheque. Refunds will be given for cancellations received in writing by March 22, 2010.*