

Workplace Violence Policy



1. Policy

The management of ABC Company is committed to preventing 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.

2. Definitions

For purposes of this policy, “workplace violence” is actual, threatened or attempted conduct intended or likely to cause injury to, harass, threaten, intimidate, bully or otherwise harm another person. Examples include but are not limited to:

- Harsh and excessive criticism of a personal and non-constructive nature
- Spreading rumours designed to harm a person’s reputation or put the person in a negative light
- Spying or stalking
- Ridiculing a person on the basis of physical appearance, beliefs or personal characteristics
- Name calling and teasing
- Pushing, shoving, elbowing, jostling and other acts of physical intimidation
- Unwelcome practical jokes.

3. Where Workplace Violence May Occur

Workplace violence can happen at not just ABC Company premises, or inside ABC Company vehicles and other property but off-site locations, including, but not limited to, off-site meetings or conferences, client locations, social situations related to work or workers’ homes if there are real or implied consequences related to the workplace.

4. Sources of Workplace Violence

Violent behavior in the workplace is unacceptable from anyone. That includes those who work for ABC Company such as workers, supervisors and members of management, as well as others including customers, clients, visitors and strangers. Everyone at ABC

Company is expected to behave in a professional, respectful manner and work together to prevent workplace violence.

5. Workplace Violence Program

ABC Company has implemented a workplace violence program (Program) that implements this policy. 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. These measures are designed to ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

6. Roles & Responsibilities

7. **Supervisors:** Supervisors will adhere to this policy and the Program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.
8. **Workers:** Every worker must work in compliance with this policy and the Program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats to their supervisors or another company. Be assured that you will not be subject to any reprisals for reporting incidents or threats of violence.
9. **Management:** ABC Company officials and managers are responsible for providing the resources, support and oversight necessary to implement this policy and the Program in a fair, timely and consistent manner.

7. Discipline

Acts of workplace violence will not be tolerated and will be responded to with appropriate disciplinary action, up to and including termination, based on a thorough investigation of the incident and the surrounding circumstances and in a way that accords with ABC Company progressive disciplinary procedures and the terms of any applicable collective agreement. Such disciplinary action may include immediate termination for acts of physical assault, even if the person committing the act has committed no prior offences or previous acts of violence.

Signed: _____ President/CEO Date: _____