

## Workplace Violence Prevention Policy

*The following sample is adapted from the Ontario Ministry of Labour. The workplace harassment policy should be consulted whenever there are concerns about harassment in the workplace.*

The management of [Company Name] is committed to the prevention of workplace violence and is ultimately responsible for workers health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources. Example:

### WORKPLACE VIOLENCE CAN BE, BUT IS NOT LIMITED TO

- > Assault: occurs when a person attempts or succeeds to hurt or threatens another person.
- > Bullying: interpersonal hostility that is deliberate.
- > Cultural insensitivity: includes disrespectful, humiliating behaviour(s) directed towards an individual, based on the individual's age, ethnic background, race or communication style.
- > Harassment: occurs when an individual is a subject of unwanted verbal or physical conduct that is offensive, embarrassing or discriminatory.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to [levels of employees to whom this policy applies, especially if it applies to people other than workers such as visitors, clients, delivery persons and volunteers, etc.] 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. 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 specify and expand upon the components of the workplace violence program here

[Company Name], as the employer, will ensure 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. Supervisors will adhere to this policy and the supporting 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.

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. An employee will never receive negative consequences for, in good faith, reporting an incident of workplace harassment or discrimination.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible. [Provide more information about how incidents and complaints will be investigated and/or dealt with, if necessary].

President/CEO Signed \_\_\_\_\_ Date \_\_\_\_\_