### **Workplace Violence Policy**

**Effective Date:\***

**Revised Date:\***

**Reviewed By:\***

**References:**

PART III.0.1 of the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1

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**PURPOSE:**

To ensure that XYZ meets its obligations under OHSA to provide and maintain a safe and healthy work environment; ensure that employees understand their obligations and rights under this policy.

We will not tolerate any threats or acts of violence towards any of our employees, whether it is from another employee, member, guest, or any other person.

**SCOPE:**

XYZ believes in the prevention of violence and promotes a violence-free workplace in which all employees respect one another and work together to achieve common goals. Any act of violence committed is unacceptable conduct that will not be tolerated.

In developing this policy, XYZ has reviewed the circumstances common to similar workplaces and circumstances specific to XYZ which may cause or contribute to incidents of workplace violence. In particular, we have considered the nature of the workplace, the type of work performed and the conditions of work.

**WORKPLACE VIOLENCE DEFINED:**

OHSA defines workplace violence as “the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.”

Examples include:

* threatening behavior - such as shaking fists, destroying property or throwing objects
* verbal or written threats - any expression of an intent to inflict harm
* harassment - any behavior that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities
* verbal abuse - swearing, insults or condescending language
* physical attacks - hitting, shoving, pushing or kicking
* Other acts of physical aggression, such as the deliberate destruction of, or damage to, property, especially where such actions are meant to intimidate one or more individuals
* swearing, verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, theft, physical assaults, psychological trauma, anger-related incidents, rape, arson and murder are all examples of workplace violence

**COMPLAINTS**

Complaints of workplace violence shall be promptly investigated and documented. If you witness or are a victim of violence in this workplace, please inform **[designated person at the workplace\*]** immediately.

To ensure the benefits of this policy are realized by everyone, all partners and employees must cooperate in the investigation of any complaints of workplace violence.

All documents, including the content of complaints, meetings, interviews and recommendations shall be treated in strict confidence to the extent permitted by law.

1. **Complaint Procedure for the Complainant**

The complainant is encouraged to report incidents or threats of workplace violence to **[designated person at the firm\*]**.

1. **Complaint Procedure for XYZ**

The **[designated person at the workplace\*]** will advise both the complainant and the individual implicated in the complaint that an investigation has begun. The **[designated person at the workplace\*]** may also recommend, where deemed appropriate, interim action.

All reports of violent incidents shall be investigated promptly by the **[designated person at the workplace\*]**

The complaint/incident may also be investigated with assistance of the Joint Health and Safety Committee **[\*where one exists].**

The **[designated person at the firm\*]** will summarize their findings and reach a recommendation for decision and final approval by **[alternate designated person at the workplace\*]**.

Written results of the investigation and a recommended course of action will then be presented to the complainant and individual implicated.

In all matters the Joint Health and Safety Committee **[\*where one exists]** will be given a written report of the incident, investigation, and findings.

**RESPONSIBILITIES OF EMPLOYEES/ PARTNERS of XYZ:**

It is the responsibility of each employee to:

* Treat everyone in the workplace with dignity and in a manner that is respectful and free of violence, threats, or intimidation
* Make changes to their own behaviour where they become aware that there is a potential for such behaviour to harm, intimidate, or threaten
* Attend workplace violence training sessions held by XYZ
* Should an employee/ partner be aware of, or become aware of a problem that could result in violence or threats of violence within the workplace, he/she is responsible for reporting that problem to **[designated person\*]** immediately
* Cooperate in the investigation of any violent incident

**RESPONSIBILITIES OF XYZ:**

It is the responsibility of management to:

* Assess and reduce risks of violence in the workplace
* Train employees to recognize risks of violence
* Respond promptly to reports of violent activity
* Follow the procedures outlined herein when receiving a report
* Report and document incidents in accordance with the procedures set out in OHSA
* Ensure proper medical care is available when needed
* Cooperate with investigations

**ANNUAL TRAINING:**

Each year (at a minimum), XYZ will review this policy and provide training on this policy.