# Violence prevention policy (sample)

This is one example of a workplace violence prevention policy. **If you choose to use this sample, make sure you customize it to your work and work site.**

|  |
| --- |
| **Employer name:** |

The management of *<employer name>* 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 the potential hazards associated with workplace violence. Violent behaviour or threat of violence in the workplace is unacceptable from anyone. This policy applies to: *<List who this policy applies to. Must include people external to the organization, such as clients or customers, as well as those within the organization.>*

*<employer name>* is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. Everyone must uphold this policy and work together to prevent workplace violence.

Violence, whether at a work site or work-related, is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

In support of this policy, we have put in place workplace violence prevention procedures. These include 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.

The employer will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that workers follow measures and procedures, and have the information they need to protect themselves.

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

The employer will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair and timely manner.

The employer pledges to respect the privacy of all concerned as much as possible. The employer will not disclose the circumstances related to an incident of violence, or the names of the complainant, the person alleged to have committed the violence, and any witnesses, except where necessary to:

* investigate the incident or to take corrective action,
* inform the parties involved in the incident of the results of the investigation and any corrective actions taken,
* inform workers of a specific or general threat of violence or potential violence, or
* comply with other legal requirements.

The employer will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace violence. This violence prevention policy does not discourage a worker from exercising the worker’s right under any other law.

|  |  |
| --- | --- |
| **Signed:**  *<signature of the highest management level>* | **Date:** |

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated and implemented in accordance with the legislation. Neither the Crown, nor its agents, employees or contractors, will be liable to you for any damages, direct or indirect, arising out of your use of this form.