**APPROVAL LEVEL: \_\_\_\_\_\_\_\_\_\_\_\_\_ APPROVED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VIOLENCE PREVENTION POLICY**

1.0 Purpose

The [BUSINESS NAME] is committed to the prevention of 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 behavior or threat of violence in the workplace is unacceptable from anyone.

2.0 Responsibilities

The [BUSINESS NAME] is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. Everyone is obligated to uphold this policy and to work together to prevent workplace violence.

It is the responsibility of:

2.1 The Company

* + To take reasonable preventative measures to protect employees and others in the workplace from workplace violence;
	+ To ensure that a workplace violence hazard assessment is conducted for each position within the [BUSINESS NAME]
	+ To develop procedures to address any workplace violence risks identified in the violence assessment;
	+ To ensure that all employees are trained in this policy;
	+ To post this policy in a conspicuous place in the workplace;
	+ To ensure that this policy is communicated to contractors and other persons who attend the [BUSINESS NAME] as a workplace;
	+ To establish a process for reporting and responding to incidents of workplace violence;
	+ To ensure the process for reporting and responding to incidents of workplace violence is communicated, maintained and followed; and
	+ To ensure that this policy is reviewed at least annually.

2.2 Managers

* + To understand and abide by the requirements of this policy;
	+ To communicate and review this policy with the employees they supervise or manage;
	+ To verify that all contractors and others who attend the [BUSINESS NAME] as a workplace are aware of this policy;
	+ To adequately train employees in Company procedures that address the workplace violence risk(s) applicable to the employee;
	+ To encourage employees to report complaints or incidents of workplace violence;
	+ To respond to all complaints or incidents of workplace violence in a professional manner appropriate for the circumstances of the complaint or incident;
	+ To promptly report all complaints or incidents of workplace violence they receive or witness to Human Resources (if applicable) or clinic leader.

2.3 Employees (Including Managers)

* To comply with this policy at all times to protect themselves and others in the workplace from workplace violence;
* To immediately notify their supervisor or other designated person of any incident of workplace violence whether the notifying worker is the victim or not. In the case of an extreme or imminent threat of physical harm to themselves or any person from workplace violence, the worker should contact the police;
* To participate in training regarding this policy and Company procedures directed at workplace violence risks in the workplace; and
* To fully cooperate in any investigation of complaints or incidents of workplace violence or breaches of this policy.

3.0 Scope

This policy applies to all existing and future [BUSINESS NAME] workers, students, contractors, consultants and any visitors to the [BUSINESS NAME].

4.0 Definitions

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.

4.1 In this policy, workplace violence includes, but is not limited to the following:

* The use of physical force against or by a worker that causes or could cause physical injury. This includes, but is not limited to, physical acts such as punching, hitting, kicking, pushing, damaging property or throwing objects;
* The attempted use of physical force against or by a worker that could have caused physical injury;
* An action or statement (or series of actions or statements) reasonably believed to be a threat of physical harm or as a threat to safety or security in the workplace; and
* Bringing a weapon of any kind to the workplace or possessing a weapon of any kind while carrying out [BUSINESS NAME] business, or threatening to bring a weapon to the workplace.

5.0 Policy & Procedures

* 1. In support of this policy, we have put in place workplace violence prevention procedures. This 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.
	2. [BUSINESS NAME] will ensure this policy and the supporting procedures are implemented and maintained. All employees will receive relevant training and instruction on the contents of the policy and procedures during new-hire orientation and annual education.

6.0 Adherence & Compliance

1. Managers will adhere to this policy and the supporting procedures. Managers are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.
2. 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.

7.0 Reporting and Investigating Workplace Violence

7.1 Reporting threats of workplace violence:

* 1. All incidents of workplace violence or reprisal must be immediately reported to management or the Human Resources (if applicable);
	2. Any person subjected to workplace violence should, where appropriate, go to a safe location at the workplace and report the incident to their immediate supervisor, a Company supervisor or manager, the Human Resources Department (if applicable), so that the incident can be investigated and addressed;
	3. All complaints and incidents are to be recorded in writing using the [BUSINESS NAME] Incident Reporting form. The date, time, location, potential witnesses and nature of the incident should be documented;
	4. If the police have not previously been summoned, management or the Human Resources Department (if applicable) will report all physical assaults to police. All other incidents or threats of workplace violence will be reported to the police as appropriate;
	5. If an incident of workplace violence involves a person who is not an employee of the [BUSINESS NAME], [BUSINESS NAME] management or the Human Resources Department (if applicable) will report the incident to that person’s employer and/or such other person as the Company determines is appropriate in the circumstances.

7.2 All complaints or incidents of workplace violence or reprisal will be promptly investigated by management or the Human Resources Department (if applicable). Where the perpetrator is a Company employee, the investigation will be conducted as quickly and confidentially as possible in the circumstances. Complete confidentiality is not possible in all circumstances and cannot be guaranteed;

1. The management or Human Resources (if applicable) investigation will include:
	* A documented interview with the complainant and/or victim;
	* A documented interview with the alleged perpetrator(s);
	* A documented interview with any witnesses with relevant information to provide; and
	* Any other step the investigator(s) deems necessary to fully and fairly investigate the complaint or incident;

7.3 At the conclusion of the investigation into an incident or complaint, Management or Human Resources (if applicable) will prepare a written report of the findings of fact and – after evaluating existing policies, procedures, physical premises and devices, employee training – any suggestions to prevent a recurrence;

7.4 Where the perpetrator is a Company employee, the supervisor of the perpetrator, in consultation with management and/or the Human Resources Department (if applicable), will take any necessary disciplinary action. The severity of any disciplinary action, which may include dismissal from employment, will be consistent with the seriousness of the conduct at issue such that more significant discipline will follow more serious conduct or repeated violations of this policy.

8.0 Non-Compliance

[BUSINESS NAME] will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair and timely manner.

9.0 Disclosure

9.1 [BUSINESS NAME] pledges to respect the privacy of all concerned as much as possible. [BUSINESS NAME] will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law. [BUSINESS NAME] 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.

9.2 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.