

Workplace Violence Policy

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Our workplace violence policy aims to acquaint members with what we consider workplace violence and ask them to report early signs or threats. We want to provide our members with a safe environment where mutual respect is a given. We ask everyone to be professional and ethical at work.

Scope

This policy applies equally to all members, contractors, public visitors, clients and anyone else whom members come into contact with during work.

Policy elements

“Workplace violence” refers to physical acts of violence or threats to harm a person or property. Abusive behaviours, whether verbal, psychological or physical, are also considered violence. More specifically:

- Verbal abuse can be using unwelcome, embarrassing, offensive, threatening or degrading language.
- Psychological abuse is an act which provokes fear or diminishes a person’s dignity or self-esteem.
- Sexual abuse is any unwelcome verbal or physical assault of a sexual nature.

We can’t always predict violent acts, but we ask managers and team members to be vigilant. Report any concerns or violent acts to the *Vice President* as soon as possible. Examples of violent behaviour among co-workers include but are not limited to:

- Intimidating or bullying others
- Abusive language
- Physical assault
- Threatening behaviour
- Concealing or using a weapon
- Sexual or racial harassment

We maintain the right to conduct periodic inspections, using reasonable methods, without members’ consent or prior notice.

Grievance Procedure

All supervisors and producers are responsible to implement our policies and ensure that all procedures are free of discrimination.

Members who witness or suspect violence, or are victims of violence, can report to the *Vice President* or their immediate supervisor. We will investigate quickly and discreetly. We aim to protect victims from harassment and victimization.

This document was developed utilising and adapting content from:

<https://resources.workable.com/workplace-violence-company-policy>



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Disciplinary Consequences

Our company doesn't tolerate violence. Any such behaviour will trigger appropriate disciplinary action, up to and including termination, removal from boards or committees, as well as potential criminal charges.