

Violence in the Workplace Sample Policy

Company Name / Organization, in co-operation with our employees (or union), is committed to a healthy work environment for all employees. *Company Name / Organization*, has developed a company wide policy intended to address violence in the workplace and to protect its employees through quick and effective action in dealing with any incident that might occur.

Definition of Harassment

Harassment is an unwelcome physical, visual or verbal conduct. It is against the law.

Harassment may include verbal or practical jokes, insults, threats, personal comments or innuendo. It may take the form of posters, pictures or graffiti. It may involve touching, stroking, pinching or any unwelcome physical contact. Any behaviour that insults or intimidates is harassment if a reasonable person should have known that the behaviour was unwelcomed.

The Human Rights Code protects everyone within provincial jurisdiction from harassment and other forms of discrimination on the basis of race, religion, sex (including pregnancy and sexual orientation), marital status, physical disability, political opinion, colour of ethnic, national or social origin and age (in employment only, between the ages of nineteen and sixty-five).

Definition of Sexual Harassment

Any form of harassment that involves, or has an attached suggestion that may be deemed sexual in nature by a reasonable person.

Threat of Physical Violence

At (*Company Name / Organization*) we strictly prohibit any form of physical violence or threat of violence on our worksites. All threats must be taken seriously and reported to management or the JOHSC immediately.

This policy applies to all employees and to those customers and members of the public that visit our business.

Reporting Procedure

1. Tell the individual his/her behaviour is unwelcome and ask him/her to stop. Give the harasser an opportunity to end the harassment.
2. Keep a record of incidents (dates, time, locations, possible witnesses, what happened, your response). You do not have to have a record of events to file a complaint, but a record can strengthen your case and help you to remember

details over time.

3. Report the problem and file a complaint to one of the following individuals:
(Insert the name(s) and position(s) of the company's designated person(s) who has/have been trained in the law and your Company's Policy and Procedures.)
 - a) *(insert position, name)*
 - b) *(insert position, name)*
 - c) *(insert position, name, etc.)*

Signed: _____

Date: _____