

Code of Practice for Managing Workplace Violence

This code sets out requirements that this company will follow to manage violence in the workplace.

The code of practice administrator is authorized by the employer to manage the code of practice.

Company

Workplace Address

Code of Practice Administrator

Phone

Email

is committed to protecting employees from workplace violence. Workplace violence will not be tolerated from anyone in the workplace, including customers, clients, other employers, supervisors, co-workers and members of the public.

“Violence”, in a place of employment, means the attempted or actual use of physical force against an employee, or any threatening statement or behaviour that gives an employee reasonable cause to believe that physical force will be used against the employee, and includes sexual violence, intimate partner violence and domestic violence.

Workers must report any violent incidents to the

(delegated to the alternate, if there is a conflict of interest). This can be done in writing, by use of the Violence Complaint Form or verbally.

is responsible for implementing the code of practice.

will investigate and deal with all complaints or incidents of workplace violence fairly, respectfully and timely. The name of anyone involved in a violent incident or a description of the incident will not be disclosed unless it is:

1. Necessary to investigate the incident
2. Required to take corrective measures in response to the incident
3. Required by law

An investigation's results will be provided to the affected employees by the

Corrective measures identified in the investigation will be carried out by the (identify the role) and the affected department. Notices will be put on employee bulletin boards with any new or revised procedures.

All employees at the

including managers, supervisors, temporary employees, students and subcontractors must adhere to this code of practice, report a violent incident as soon as possible and will not be penalized or disciplined for reporting an incident or for participating in an investigation. All employees will receive training on the code of practice at the start of their employment, annually, and when the code is updated. The Human Resources Department will keep training records in the employee personnel files. All measures identified to mitigate violence will be added to the monthly inspection program.