

BILL 168: SAMPLE WORKPLACE VIOLENCE POLICY

The management of _____ (**insert company 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 workplace violence from all sources. **(The workplace may wish to insert the definition of workplace violence and to list the sources of workplace violence).**

Violent behaviour in the workplace is unacceptable from anyone. This policy applies (**the workplace may wish to list to whom this policy applies, especially if it applies to persons other than workers, such as visitors, clients, delivery persons, volunteers, etc.**). Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence program that implements this policy. It 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. **(The workplace may wish to specify and expand upon the components of the workplace violence program here.)**

_____ (**insert company name**) as the employer, will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information and instruction to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. **(The workplace may wish to provide more information about how to report incidents, and may wish to emphasize that there will be no negative consequences for reports made in good faith).**

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned as much as possible. **(The workplace may wish to provide more information about how incidents and complaints will be investigated and/or dealt with).**

Signed: _____ President/CEO Date: _____

The workplace violence policy should be consulted whenever there are concerns about violence in the workplace.

