**Purpose**

(Organization’s Name)is committed to providing a safe work environment in which all workers are treated with respect and dignity.

**Definitions**

**Violence:** whether at a work site or work-related, means 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

**Responsibilities**

**Employer**

* Ensure this policy and the supporting procedures are implemented and maintained.
* Ensure relevant information and instruction is given to supervisors and workers on the contents of the policy and procedures.
* Will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair and timely manner.
* Consult with the Organization’s name Health and Safety Committee/ Health and Safety Representative (choose the appropriate based on your organization) in the creation, review and implementation of the policy and prevention plans.
* That none of the employers’ workers are subjected to or participate in harassment or violence at the work site.

**Supervisors**

* Adhere to this policy and the supporting procedures.
* Responsible for ensuring that measures and procedures are followed by workers.
* Ensure that workers have the information they need to protect themselves.
* Ensure that none of workers under the supervisor’s supervision are subjected to or participate in harassment or violence at the work site.

**Workers**

* Compliance with this policy and the supporting procedures.
* Report incidents or concerns of harassment in the workplace.
* Refrain from or participating in harassment or violence at the work site.

**Policy**

Violence will not be tolerated from any person at or outside of the work site including *list who this policy applies to, especially if it applies to people other than workers such as customers, clients, other employers, supervisors, workers and members of the public, etc*. (Organization’s 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.

In support of this policy, we have put in place workplace violence prevention procedures (Include the name or number of the prevention procedure). The (name of the prevention procedure policy) includes measures and procedures to protect workers from the hazard of violence and a process for workers to report incidents, or raise concerns.

Every employee must work in compliance with this policy and the supporting prevention procedures. All workers are required to raise any concerns about violence and to report any incidents, regardless of severity to the appropriate person (list that individual here).

Due to the sensitive nature of reports Organization’s name pledges to respect the privacy of all concerned. The circumstances related to an incident of violence or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) will not be disclosed except where:

1. necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken;
2. necessary to inform employees of a specific or general threat of violence or potential violence;
3. or as required by law enforcement.

If Organization’s name is aware that an employee is or likely to be exposed to domestic violence at the work site the Organization’s name will take all reasonable precautions to protect the employee and any other employees at the work site likely to be affected. Again, due to the sensitive nature of these reports Organization’s name pledges to respect the privacy of all concerned and only disclose information necessary to inform employees of a specific or general threat of violence or potential violence.

No employee can be faced with disciplinary action when acting in good faith while following this policy and the supporting procedures for addressing situations involving violence. This violence policy does not discourage an employee from exercising the employee’s right under any other law, including the *Criminal Code*.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of the CEO**

**References**

Alberta Occupational Health and Safety Act