**Workplace Violence and Harassment**

1. **Purpose**

(Company Name Here) is committed to preventing workplace violence and to maintaining a safe work environment.

1. **Responsibility**

The Employer Shall:

* Ensure that measures and procedures in the violence and harassment prevention program are carried out. Hold management accountable for responding to and resolving complaints of violence.

The Supervisor Shall:

* Post a copy of this policy in the workplace.
* Investigate all reports or threats of violence/harassment in a prompt, objective and sensitive way.
* Conduct regular risk assessments, establish control measures and deliver training and education for all employees.
* Investigate all workplace violence using the organization’s accident investigation procedure and form, and contact the police as required.

The Employee Shall:

* Participate in education and training programs so you can respond suitably to any incident of workplace violence or harassment.
* Report all incidents or injuries of violence/harassment or threats of violence/harassment to your supervisor immediately. Complete the Workplace Violence Incident Report.

1. **Definitions**

* **Physical assault**:is any physical force or threat of physical force to create fear and control another person.
* **Sexual assault**: is any unwanted sexual act done by one person to another.
* **Sexual harassment:** is often interpreted as objectionable comments or conduct of a "sexual" nature. However, sexual harassment, in the broader context of unequal treatment based on gender, may refer to instances where the behavior is not overtly sexual in nature, but is related to the person's gender, and demeans or causes personal humiliation or embarrassment to the recipient.
* **Threat (verbal or written):** is a communicated intent to inflict physical or other harm on any person or to property by some unlawful act.
* **Verbal/Emotional/Psychological abuse:** is a pattern of behavior that makes someone feel worthless, flawed, unloved, or endangered.
* **Workplace Bullying:** repeated and persistent negative acts towards one or more individuals, which involve a perceived power imbalance and create a hostile work environment.

1. **Reporting and Investigation**

Workers are to report all violence-related incidents or hazards to their manager or supervisor. This report can be made confidentially at the employee’s request. However, sharing information to ensure the safety of others and prevent recurrence may be necessary (e.g., contents of a police report).

Using the incident investigation form, the manager or supervisor documents all reports of workplace violence/harassment, hazards and measures taken to address them.

The manager or supervisor receiving the report investigates it and ensures that measures are taken to safeguard employees and curtail the violence or harassment. No report of workplace violence/harassment or risks of violence may be the basis of reprisal against the reporting employee.

The managers or supervisors who investigate the reported incident warn all staff who might be affected about dangerous situations. They also tell the reporting employee about the outcome of the investigation to help minimize the chance of similar incidents.

1. **Risk Assessment**

Management (with worker involvement) assesses workplace violence hazards in all jobs, and in the workplace as a whole. It reviews risk assessments annually, as well as when new jobs are created or job descriptions are changed substantially.

The effectiveness of the workplace violence and harassment prevention program is evaluated annually by management.

1. **Training**

New employees will receive both general and site-specific orientation to the workplace violence and harassment prevention program. In addition, all employees will receive an annual review of the program’s general and site-specific components.