**SAMPLE WORKPLACE VIOLENCE PREVENTION POLICY – PRINCE EDWARD ISLAND**

We are pleased to send you a Sample Workplace Violence Prevention Policy for PEI. This is a simple Word document which you can customize to suit your needs.

Any business policy should always be carefully reviewed and should take into consideration provincially applicable Occupational Health and Safety legislation. In addition, businesses could review any sensitive issues with a qualified/certified professional (i.e. labour lawyer) for additional peace of mind.

**Recommendations for using templates:**

In keeping with human resources best practices, we recommend that all businesses clearly communicate their expectations and personally review policies with all employees. There are a few different ways of proceeding:

1. An employer can decide to provide each employee with a copy of all internal policies,

**OR**

1. A binder can be made available (in a shared common area) containing all the policies.

We recommend that employers ask employees to sign and date these documents as proof of understanding and compliance. An employer can use an agreement letter similar to the example provided at the end of this document. In this case, the original goes to the employee and the employer keeps a copy. Alternatively, an employer can ask employees to sign the actual policies. If this is your preferred method, we suggest that you ask employees to sign, print their names and date it – don’t forget to make a photocopy of that page and keep it in your files.

When hiring new employees, we recommend that you take the time to review all internal policies in person. This provides you with an opportunity to set the tone, clarify expectations and answer any questions. In the event of a misunderstanding or legal proceedings, it may well be to your advantage.

**A few hints on customizing this template:**

* Words highlighted in grey must be replaced by information specific to your business and or province.
* We have also included some optional tips; they are to be deleted before printing this document.

**Important Notes:**

* Don’t forget to regularly update any policy so that it reflects all legislative, regulatory and internal changes.
* It is always recommended that the final draft be reviewed with a qualified/certified professional (i.e. labour lawyer).
* If you are a federally regulated business, this policy may not be in line with the Canada Labour Code.

***This guide is provided to you for information purposes only.***

*We suggest that you remove this introductory page when preparing your company’s policy.*

# Code of practice for preventing violence information

Employers with workers who perform high risk work will need to do a risk assessment.

Risk assessment involves considering the three areas as outlined in section 52.2(2) a-c.

The First step in conducting a workplace risk assessment is to review previous experience of violence in the workplace.

Research states that the best predictor of risk of assault is a history of assault. This includes a history of all injuries and incidents related to violence. The risk assessment will include a determination of the chances for injury from violence for any work location or shift.

• Determine if you are in the risk categories mentioned above. Consider other factors that could create a risk such as late night opening, potential for access to drugs, location or clients with a history of unpredictable behavior.

• Survey all workers about their experiences with workplace violence in the last two to three years. Have them include incidents that happened as well as situations where they might have felt at risk. A safety committee or safety representative can be a good resource to assist with this.

• Review company records and any investigations or recommendations that may have been made.

The second step 52.2(2)(b) is to look at similar workplaces to determine if they have identified a risk. For example, a convenience store may not have been robbed but branches in other locations or stores in the same area may have been. Your head office or association may be of assistance.

The third step in determining the risk for workplace violence is to consider the location of the work, the type of work, the hours of operation, lighting conditions, security provisions, the number of workers and the workplace layout to determine the potential risks. Work done late at night or in high crime areas should be considered high risk. If there is money or alcohol involved, or a single worker giving off site care to clients the risks may be higher.

Conduct a workplace inspection and consider factors such as lighting, visibility, access control, “entrapment sites”, and access to security to identify risks. CFIB can provide you with a PEI Violence Assessment Sample checklist.

Once these three steps are complete, employers should determine which workers and which jobs are high-risk. Employers are required to develop procedures, controls and training for these areas.

# POLICY for workplace violence PREVENTION: PEI

This is a statement that every employee is entitled to a workplace free of violence.

NAME OF COMPANY is committed to providing a work environment free of violence, where all workers are treated with respect and dignity a. Workplace violence will not be tolerated from anyone in the workplace, including customers, clients, other employers, supervisors, co-workers and members of the public.

Part 52.1 of the Occupational Health and Safety General Regulations defines violence in the workplace.

52.1 In this Part, “violence” means the threatened, attempted or actual exercise of any physical force by a person other than a worker that can cause, or that causes, injury to a worker and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that he or she is at risk of injury

Workers must report any violent incidents to the (identity of the person responsible for implementing the code) (delegated to the company vice president if there is a conflict of interest).

This can be done in writing, by use of the Violence Complaint Form or verbally.

NAME OF DELEGATE is responsible for implementing the code of practice.

The (POSITION OF DELEGATE) 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 in writing to the affected employees by the IDENTIFY THE ROLE.

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 NAME OF COMPANY 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.

# SIGN OFF SHEET FOR THE violence prevention POLICY: PEI INSERT NAME OF BUSINESS)

All employees, whether seasoned or new, may occasionally need to consult the Workplace Violence Prevention Policy. This document is intended as an easy-to-use reference tool containing the answers to your main concerns. Should any of your questions remain unanswered, please feel free to contact name and telephone number.

All the name of business policies are evolving documents that may be adapted as appropriate to reflect cultural and organizational changes as well as the modifications that are constantly being made to government regulations. We name of business are committed to maintaining open and transparent communication with all employees and will provide updated policies (where applicable) in a timely manner.

**ACKNOWLEDGEMENT OF HAVING READ AND UNDERSTOOD THE PREVENTION OF VIOLENCE POLICY.**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, attest that I have read violence preventionpolicy and its’ various components, including the following:

* Workplace violence reporting template

I acknowledge having received all the relevant information that I need in order to have a good understanding of the content and scope of this policy.

Employee - Print Name

Employee - Signature Date

Employer’s Signature Date

The original copy is given to the employee and the employer retains a photocopy for their files.

# workplace VIOLENCE reporting TEMPLATE

Your name:

Your contact information:

Work:

Residence:

Cell:

Address:

**Details of the complaint:**

Please describe in as much detail as possible the incident, names of parties involved, names of witnesses, date(s), time(s) and location(s) of the incident(s) and any other details. Attach additional pages if needed).

ALLOW SPACE FOR RESPONSE HERE:

**Documents/Evidence**

Include any supporting documents (emails, notes, photographs, physical evidence, etc). If you are unable to attach documents and they are relevant please list them below.

ALLOW SPACE FOR RESPONSE HERE:

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Employee - Print Name

Employee - Signature Date of report