



# POLICY

## WORKPLACE VIOLENCE PREVENTION

<b>Policy Type:</b>	Administration	<b>Effective Date:</b>	2010-05-25
<b>Department:</b>	Corporate Services	<b>Approval Level:</b>	Council
<b>Division:</b>	Human Resources	<b>Policy #:</b>	0024
<b>Section/Facility:</b>	N/A	<b>Revision #:</b>	N/A

### 1.0 PURPOSE

- 1.1 To promote and maintain a work environment free from workplace violence in accordance with the Occupational Health & Safety Act.

### 2.0 APPLICATION

- 2.1 This policy applies to all City of Peterborough employees, volunteers, co-op students, interns, contract staff, elected officials and appointees acting on behalf of the City, customers and those who work for a contractor who conducts business with the City.
- 2.2 This is the companion policy to the City of Peterborough's **Workplace Discrimination and Harassment Policy** which addresses conduct that is not covered by the definition of workplace violence but that demeans, embarrasses, humiliates or is known, or ought to be known to be unwelcome.

### 3.0 DEFINITIONS/ACRONYMS (As Required)

**City** - The Corporation of the City of Peterborough, its employees, elected officials, advisory committees, agencies, boards and commissions.

**Workplace Violence** - In this policy, workplace violence includes but is not limited to the following:

- a) The use of physical force against or by a worker that causes or could cause physical injury. This includes, but is not limited to, physical acts such as punching, hitting, kicking, pushing, damaging property or throwing objects;



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b) The attempted use of physical force against or by a worker that could cause physical injury;  
or

c) An action or statement (or series of actions or statements) reasonably believed to be a threat of physical harm or as a threat to safety or security in the workplace.

**Workplace** - All locations where business or social activities of the City of Peterborough are conducted.

### 4.0 POLICY STATEMENT(S)

- 4.1 The City of Peterborough values the health and safety of its employees and is committed to providing a safe and healthy workplace free from actual, attempted or threatened violence.
- 4.2 The City of Peterborough recognizes that workplace violence is a health and safety and human resources issue and will take reasonable precautions to prevent workplace violence and to protect employees at the workplace.
- 4.3 The City of Peterborough will ensure this policy and the supporting procedure are implemented and maintained and that all employees and supervisors have the appropriate information and instruction to protect them from violence in the workplace.
- 4.4 The City of Peterborough shall investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.
- 4.5 The City of Peterborough will not tolerate incidents of workplace violence perpetrated against or by any employee, customer, vendor, contractor, visitor or any other person at a City of Peterborough workplace or involved in City of Peterborough business, and where a claim of such action has been proven, disciplinary action will be taken up to and including termination.



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### 5.0 APPENDIX, RELATED POLICIES, PROCEDURES & LINKS

#### 5.1 Pertinent Resources

Occupational Health & Safety Act

Report CPHR 10-005 Workplace Harassment and Discrimination Policy/Workplace Violence Prevention Policy

Committee of the Whole Report No. 12 of a meeting of May 17, 2010

Minutes of the City Council Meeting of May 25, 2010

#### 5.2 Related Policies

Occupational Health & Safety Policy

Workplace Harassment and Discrimination Policy

Code of Conduct

#### 5.3 Related Procedures

Workplace Violence Prevention Procedure

Workplace Discrimination & Harassment Complaint Procedure

#### 5.4 Related Forms

#### 5.5 Miscellaneous



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### 6.0 AMENDMENTS/ REVIEWS

<b>Next Review Date</b>	<b>May 1, 2011</b>
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<b>Date (yyyy-mm-dd)</b>	<b>Section(s) Amended</b>	<b>Comments</b>
2010-05-17	N/A	<p>Committee of the Whole Report No. 12 of a Meeting of May 17, 2010 recommending that:</p> <p>the Workplace Violence Prevention Policy in Report CPHR10-005 be approved; and</p> <p>the Workplace Violence Policy dated November 2004 that was approved by Council on December 13, 2004 through Report HR04-005 dated December 6, 2004 be rescinded.</p>
2010-05-25	N/A	<p>City Council approved Item 2 of Committee of the Whole Report No. 12 of a Meeting of May 17, 2010 (refer to the recommendations immediately above).</p>