



City of
Peterborough

Workplace Violence Prevention Policy

Department:	Corporate Services
Division:	Human Resources
Section/Function:	N/A
Approval Level:	Council
Effective Date:	2019-09-05
Revision #:	2

1.0 Purpose

- 1.1. To promote and maintain a work environment free from Workplace Violence in accordance with the **Occupational Health and 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 know, or ought to be know to be unwelcome.

3.0 Definitions/Acronyms

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;
- 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.

5.0 Appendix, Related Documents & Links

Note: All references refer to the current version, as may be amended from time to time.

5.1. Pertinent Resources:

- Occupational Health and Safety Act
<https://www.ontario.ca/laws/statute/90o01>
- Report CPHR10-005 – 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 and Safety Policy
- Workplace Harassment and Discrimination Policy
- Code of Conduct

5.3. Related Procedures:

- Workplace Violence Prevention Procedure
- Workplace Discrimination and Harassment Complaint Procedure

5.4. Related Forms:

- N/A

5.5. Miscellaneous:

- N/A

6.0 Amendments/Reviews

Date (yyyy-mm-dd)	Section # Amended	Comments
2010-05-17	N/A	Committee of the Whole Report No. 12 of a Meeting of May 17, 2010 recommending that: <ul style="list-style-type: none"> - The Workplace Violence Prevention Policy in Report CPHR10-005 be approved; and - 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.
2010-05-25	N/A	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).
2013-01-01	N/A	Revision #1 – No changes were made to the content of the Policy. Policy was revised to move to new Policy Template (i.e. Policy Statements moved to Section 2.0, Application moved to Section 3.0, Definitions moved to Section 4.0) and to move to new protocol for showing defined terms (i.e capitalizing the first letters).

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Date (yyyy-mm-dd)	Section # Amended	Comments
2013-05-08	N/A	Review of Policy completed by HR – no changes required, Next Review Date set for 2015.
2015-04-01	N/A	Review of Policy completed by HR. No changes required. Effective date of Policy amended to reflect review even through no changes made to Policy. This is to demonstrate compliance with Ministry of Labour requirements to complete annual reviews. Next Review Date set for 2016.
2017-07-17	N/A	Review of Policy completed by HR. No changes required. Effective date updated. Next review date set for 2018.
2018-07-05	N/A	Review of Policy completed by HR. No amendments required. Effective date update. Next review date set for 2019.
2019-09-05	N/A	Review of Policy completed by HR. No amendments required. Effective date updated. Next review date set for 2020.
2021-12-01	N/A	Revision #2 – No changes were made to the content of the Policy. Policy moved to updated Policy Template; (Section 2.0 moved to Section 4.0, Section 3.0 moved to Section 2.0, Section 4.0 moved to Section 3.0). Links in Section 5.1 - Pertinent Resources have been updated. Policy document format has been updated to become compliant with the Accessibility for Ontarians with Disabilities Act (AODA) Regulation 191/11 Integrated Accessibility Standards.

Next Review Date:	2019-01-01
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