

**Appendix I-D-1**

**Sample  
Community of \_\_\_\_\_  
Violence Prevention Policy**

**Council Commitment**

Council is committed to providing a safe work environment for all employees and council members. The council recognizes the potential for violence or threats against employees and council members. A violence risk identification and assessment has been conducted to identify the possible sources of violence and to implement a violence prevention program to eliminate or minimize risk.

**Violence is Against the Law**

The *Criminal Code* in Canada prohibits violence. You have the right to live and work without being subjected to violence. This policy outlines what to do if you are subjected to threats or violence at work, or if you, as a member of council or an employee, become aware of a violent situation.

**What Constitutes Violence**

Violence as defined by *The Manitoba Workplace Safety and Health Act and Regulations* "means the attempted or actual exercise of physical force against a person and any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against the person."

**Employees Rights and Responsibilities**

Employees:

- are entitled to work free from violence;
- are responsible for working together in a professional manner and resolving issues in a non-violent manner;
- must bring issues of violence to the attention their supervisor or council so that the issue can be addressed immediately.
- must report incidents of violence to their supervisor or council; and
- must also co-operate in the investigation of a violent incident. Anyone who gives evidence or information in an investigation or is involved in the process, must keep this information confidential, except when it is necessary to deal effectively with the issue.

**Council's Responsibilities**

Council:

- will ensure, as much as reasonably practical, that no employees or council members are subjected to violence in the workplace

- will take corrective action with anyone under their direction who subjects an employee or council member to violence;
- will not disclose the name of a complainant or the circumstances of the complaint to anyone except where disclosure is:
  - necessary to investigate the complaint
  - required to take corrective action
  - required by law
- will ensure all employees are aware of the risks of violence in the workplace and are properly trained and equipped to protect themselves; and
- is responsible for creating a safe working environment, free from violence.

This Violence Prevention Policy is not intended to discourage or prevent anyone from exercising any other legal rights under any other law.