(Name of Municipality)

**VIOLENCE POLICY**

Approved by:

Effective Date: January 1, 2018

The *(Name of Municipality)* is committed to maintaining a workplace that is free of violence directed at their employees and will ensure, as far as possible, that no worker is subject to violence in the workplace.

Violence means:

* The attempt 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 that person.

Management of the *(Name of Municipality)* does not anticipate any particular job task or site that would constitute an exposure to an incident of violence.

All complaints of alleged violence will be directed in strict confidence to the Safety Coordinator to be investigated and the results will be forwarded to the Management of the *(Name of Municipality).* All names and circumstances will be kept in strict confidence and only released as required by law or to take corrective action with respect to the complaint, releasing the minimum amount of information necessary.

The Management of the *(Name of Municipality)* will advise complainants and alleged violators of the findings of the Investigation in confidential writing. Employees found to be violating other employees will be subject to the disciplinary steps in the policy or criminal law punishment. This policy is not intended to discourage or prevent the complainant from exercising any other legal right pursuant to any other law or to file a complaint with the Manitoba Human Rights Commission or the local police force.

The Safety Coordinator shall be responsible for conducting Investigations for all reported cases or violence towards an employee and submit reports to the Management of the *(Name of Municipality)* and the Safety Committee, if one exists. The purpose of these Investigations shall be to determine the cause(s) of the incident so the appropriate action can be taken to prevent reoccurrence.

Employees shall report all allegations of violence as soon as possible and assist in the investigation when requested. Management shall determine appropriate measures to prevent any further acts of violence. The *(Name of Municipality)* will also contact any other authorities related to this act of violence. The *(Name of Municipality)* will also contact any other authorities related to this act of violence such as WCB or WS&H as required by law.

Any worker who has been harmed as a result of a violent incident at the workplace is advised to consult with their health care provider for treatment or referral to post-incident counselling, if appropriate or necessary.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  *(Name)*

 Chief Administrative Officer

  *(Name of Municipality)*