### Workplace violence and harassment prevention policy template

Workplace violence and harassment prevention policy for

(name organization)

Management at our organization is committed to providing a workplace where all workers are treated with dignity and respect. Each worker has the right to a violence-and-harassment-free workplace. Violence and harassment will not be tolerated from any person in the workplace including supervisors, workers, customers, clients, other employers, members of the public.

Workplace violence is generally understood as the threatened, attempted or actual application of physical force toward a worker that is likely to cause harm or lead a worker to believe that they are likely to be harmed. Violence can cause physical and psychological injuries.

Workplace harassment is generally understood as any objectionable comments or behaviours that we know, or should know, are likely unwelcome. This includes any inappropriate comments or objectionable behaviour relating to a worker’s sex, sexual orientation, gender identity or gender expression.

*For example:*

* *Making inappropriate gestures or comments.*
* *Misusing power or authority.*
* *Using physical or psychological bullying.*
* *Excluding, intimidating or isolating someone.*
* *Making inappropriate sexual advances.*
* *Discriminating based on gender.*
* *Referring to a person using terms that do not align with the person’s stated gender.*
* *Using cyberbullying, such as posting offensive or intimidating messages through social media or email.*
* *Deliberately setting someone up to fail.*

Reasonable and respectful actions of an employer or supervisor to manage workers is not harassment. For example, giving instructions, changing workers’ job duties, deciding schedules and workloads, evaluating performance or taking disciplinary actions.

To support this policy, our organization has developed workplace harassment prevention procedures. These procedures include steps to protect workers from violence and harassment and a process for workers to raise concerns or report incidents.

The employer at our organization will respect the workplace violence and harassment prevention policy and procedures. Employers are responsible for a safe work environment, free of harassment. The employer, supervisors and managers are required to apply and comply with this policy and supporting procedures. Supervisors are responsible for ensuring that the procedures are followed by workers.

Each worker at our organization must comply with the workplace violence and harassment prevention policy and its procedures. Workers are entitled to a violence-and-harassment-free workplace. Workers must treat each other with respect and not engage in any workplace violence or harassment. Each worker has the right to report any concerns or incidents of violence or harassment.

The privacy of all involved in a complaint or incident of violence and harassment will be protected as much as possible. Our organization will not identify to anyone a complainant, a respondent, any witnesses or any circumstances about a complaint, including personal information, unless it is necessary for the purpose of the investigation, to share the results of an investigation, for corrective action relating to the complaint, to inform workers of a risk of violence or harassment or where required by law.

If any personal information is shared, it will be the minimum amount needed to complete the investigation.

This violence and harassment prevention policy does not limit a worker’s rights under any other laws.

**Workplace violence and harassment prevention procedures template**

(name organization)

is committed to eliminating, where possible, or otherwise minimizing, the hazard of workplace violence and harassment.

If an individual worker believes they have been subject to workplace violence or harassment, they must follow the procedures for reporting the incident. They must complete the incident reporting form when making a formal complaint of violence or harassment.

Report the incident to their supervisor or (identify a specific supervisor or designated person for violence or harassment complaints).

If the alleged violence or harassment complaint is against an employer or supervisor, report the incident or situation to (identify a specific external third party for reporting violence or harassment complaints) .

Incidents of violence or harassment should be reported as soon as possible. Our organization will investigate all complaints and incidents of workplace violence and harassment in a fair, respectful and timely manner.

*For example:*

* *A meeting will be scheduled with the complainant within five days after a complaint.*
* *Interviews will be conducted to investigate the details of the complaint within 15 days.*
* *An investigation report will be available within 90 days.*
* *Both parties will have 14 days to respond to the report. After this time period, corrective actions may be taken.*

When the investigation is complete, (identify a specific supervisor or designated person for violence or harassment complaints)

will inform the complainant and the respondent of the results of the investigation in a timely manner.

Workers found to have been violent toward or to have harassed another person will be subject to appropriate corrective action by the employer. Corrective actions include, but are not limited to the following: (identify corrective actions below) .

*For example:*

* *Installing physical barriers.*
* *Hiring security guards.*
* *Training on internal policies and procedures.*
* *Training on conflict resolution or assertiveness.*
* *Reprimanding, suspending or terminating.*

No worker can be penalized or reprimanded when doing their best to follow this policy and the procedures for preventing workplace violence and harassment.

Employees who have been affected by workplace violence or harassment may be supported through the following: (identify supports below)

*For example:*

* *Providing information on the employee assistance program (EAP).*
* *Advising workers to consult a health professional.*
* *Informing workers they may be entitled to wages and benefits for the time they receive treatment.*

Our organization will ensure that all its workers and supervisors receive training in this workplace violence and harassment prevention policy and supporting procedures.

Our organization will make sure that this policy and supporting procedures are implemented and maintained. The policy and procedures will be reviewed and adjusted when needed, at least once every three years. If there are any concerns with this policy or the procedures, please describe and bring them to the attention of (identify appropriate supervisor below)

*For example:*

* *Documenting incidents, investigations and training.*
* *Involving health and safety committee or representative when reviewing and revising procedures.*
* *Considering the monitoring of trends for continuous improvement.*
* *Retraining, as required.*

Signature:

Date:

Developed in part based on *WorkplaceNL Harassment Prevention Guide* from WorkplaceNL