

# WORKPLACE VIOLENCE PREVENTION POLICY

## Introduction

The Association of Justice Counsel is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. The AJC will take whatever steps are reasonable to protect its staff from workplace violence from all sources.

## Definition

Workplace violence may be defined as any act in which a person is abused, threatened, intimidated or assaulted in his or her employment. Workplace violence includes, but is not limited to:

- i **threatening behaviour** - such as shaking fists, destroying property or throwing objects;
- i **verbal or written threats** - any expression of an intent to inflict harm;
- i **harassment** - any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities;
- i **verbal abuse** - swearing, insults or condescending language;
- i **physical attacks** - hitting, shoving, pushing or kicking.

Rumours, verbal abuse, property damage, sabotage, pushing, theft, physical assaults, psychological trauma, anger-related incidents are all examples of workplace violence.

Workplace violence may occur within a traditional workplace or at off-site business-related functions, at social events related to work, at a staff or member's workplace, or away from work but resulting from work (a threatening telephone call to your home from a member).

## Application

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to all AJC elected representatives, staff, members, and contractors. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

## Reporting

Measures and procedures to protect staff from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns have been developed and are available to all staff members. Any staff member that is the subject of, or who witnesses an act of workplace violence is strongly encouraged to report the incident immediately without fear of reprisal to the President or

in the alternative the General Counsel, as appropriate. Upon being notified, the AJC will ensure that an investigation is conducted in a timely and fair manner. An independent third party may be requested by the AJC to assist with the investigation, where appropriate. The privacy of all concerned will be respected to the greatest extent possible

The AJC will adhere to this policy and the supporting program. Management is responsible for ensuring that measures and procedures are followed by staff and that staff have the information that they need to protect themselves.

Every staff member must work in compliance with this policy and the supporting program. All staff are encouraged to raise any concerns about workplace violence and to report any violence incidents or threats.

May 2011

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Marco Mendicino, President