



Title:	Workplace Violence Policy		
Policy Group: Your Government and People	Policy Administrator: Corporate and Legislative Services		
Resolution No. CW-234-2022	Policy Number: HR-05		
Approval Date: 2022-08-18	Revision Date: 2026-08-18		

1. Policy Statement

- a) The Corporation of the County of Prince Edward (the County) is committed to working with its Employees to provide a safe work environment and will not tolerate any acts of violence in the workplace.
- b) The County will take all reasonable and practical measures to prevent violence and protect Employees from acts of violence. Appropriate remedial, disciplinary and/or legal action will be taken according to the circumstances.
- c) This Policy should be read and interpreted in conjunction with the Anti-Racism Policy, Respectful Behaviour in the Workplace Policy, Workplace Harassment Policy and Progressive Discipline Policy.

2. Purpose

- a) The Policy is intended to:
 - a. Provide a definition of Workplace Violence and comply with legislative responsibilities under the Occupational Health and Safety Act respecting Workplace Violence.
 - b. Identify the responsibilities of all workplace parties to maintain a workplace free of actual, attempted or threatened violence.
 - c. Establish procedures for Employees to report incidents of Workplace Violence and for the County to investigate and deal with incidents or complaints immediately.

3. Scope

- a) This Policy applies to Council, employees, including full-time and part-time, interns, students, contractors, consultants and other temporary workers, volunteers, board members, committee members and other non-paid workers.
- b) This Policy applies not only during working time, but to any activities on or off County premises which could reasonably be associated with the workplace.

4. Legislative Authority

- a) Employment Standards Act & Regulations 2000
- b) Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- c) Criminal Code of Canada

5. Definitions

- a) **Domestic Violence** means a person who has a personal relationship with a worker, such as a spouse or former spouse, current or former partner or a family member who may physically harm, threaten or attempt to harm that worker while at work.
- b) **Employee** means all full-time, part-time, temporary, contractor, or students employed by the County.
- c) **Workplace** means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises, work-related social functions (parties, golf events, barbeques), work assignments outside the Municipal work premises, work-related travel, and work-related conferences or training sessions.
- d) **Workplace Violence** means unacceptable behaviour and includes any incident in which there is:
 - i. the exercise of physical force by a person against an Employee, in the workplace, that causes or could cause physical injury to the Employee;
 - ii. an attempt to exercise physical force against an Employee, in the workplace, that could cause physical injury to the Employee;
 - iii. a statement or behaviour that is reasonable for an Employee to interpret as a threat to exercise physical force against an Employee, in the workplace, that could cause physical injury to the Employee;

- iv. an attempt to threaten or assault a visitor to the workplace; an attempt by an Employee to threaten or assault a member of the public or co-worker in circumstances relating to the Employee's execution of duties, whether on or off municipal premises.

6. General

- a) All Employees have the right to work or access services in a safe environment free from perceived, actual, attempted, or threatened Workplace Violence. Any Workplace Violence will be regarded as a serious offence.
- b) The County will not tolerate, ignore or condone violence, and is committed to promoting respectful conduct, tolerance and inclusion.
- c) It is a shared responsibility between all individuals to create an environment where everyone is able to work without potential or actual threat of Workplace Violence. All individuals should be prepared to actively work together to address Workplace Violence.
- d) Everyone in the workplace has a responsibility to report any incidents of Workplace Violence. All concerns, complaints or incidents of Workplace Violence will be taken seriously. If the allegations constitute a violation of this Policy, management will investigate in a fair and timely manner, while maintaining confidentiality and respecting Employees' privacy.
- e) Any Employee who violates this Policy will be subject to appropriate progressive discipline up to and including termination of employment. Corrective action may also be taken if a complaint is found to be trivial, frivolous, vexatious or has been made in bad faith, fraudulently or with malicious intent.

7. Responsibility and Implementation

- a) Everyone in the workplace must be dedicated to preventing Workplace Violence and is expected to uphold this Policy. All Employees are responsible for respecting the dignity and rights of their co-workers and the public they serve.
- b) Employees, students, volunteers and contractors are responsible for:
 - i. Adhering to this Policy and complying with the required standards.
 - ii. Not engaging in any behaviour that would constitute Workplace Violence.

- iii. Communicating with their respective Supervisor, Manager or Human Resources representatives when they are uncertain of any requirement of this Policy.
 - iv. Reporting incidents of Workplace Violence experienced or witnessed immediately to a Supervisor or Manager.
 - v. Report all concerns of Domestic Violence that have the potential to enter the workplace.
 - vi. Maintaining the confidentiality of all involved in a complaint under this Policy and cooperate and participate in good faith in any investigation.
- c) Supervisors, Managers, Directors and the Chief Administrative Officer (CAO) are responsible for:
- i. Understanding and upholding the principles of this Policy and leading by creating and maintaining a safe and healthy workplace free of Workplace Violence.
 - ii. Ensuring Employees are aware of and work in compliance with the standards and procedures established in the Policy.
 - iii. Ensuring that this policy is reviewed at least annually.
 - iv. Taking every precaution reasonable for the protection of all Employees in the workplace as per the requirements of the Occupational Health and Safety Act.
 - v. Listening and reviewing any complaint, treating it sensitively, seriously and confidentially.
 - vi. Ensuring Employees are provided with immediate medical attention if an incident/accident occurs where an Employee's health is seriously compromised due to Workplace Violence.
 - vii. Ensuring all complaints and concerns are addressed in accordance with the Respectful Workplace Policy.
 - viii. Advising Employees to report their concerns to their Supervisor, Human Resources or any member of management if they fear that Domestic Violence may enter the workplace.

- ix. Ensure that this Policy is reviewed at least annually.
- d) The CAO is responsible for:
- i. Directing compliance with this Policy and supporting and maintaining a safe and healthy workplace for all Employees.
 - ii. Establishing procedural guidelines in the application of the Policy.
 - iii. Along with Human Resources and Organizational Development, makes routine changes to the procedure as required.
- e) Human Resources and Organization Development is responsible for:
- i. Ensuring awareness of and compliance with the Policy, and that a copy is posted in a conspicuous place in the workplace.
 - ii. Arranging for training and provide resources to assist with achieving an inclusive, respectful and safe environment free of Workplace Violence.
 - iii. Responding as required to any complaints and/or incidents of Workplace Violence and communicating complaints and/or incidents of Workplace Violence to the CAO.
 - iv. Investigating complaints in consultation with the applicable Supervisor or Manager and Legal Services, where appropriate.
 - v. Supporting all parties involved in resolving issues, and ensure no person suffers reprisal as a result of making a complaint, or for providing information.
 - vi. Following up with the parties after a complaint has been resolved.
 - vii. Monitor legislative requirements, leading practices and standards related to Workplace Violence.

8. Documentation and Forms

- a) Workplace Violence Procedure