



## Critical Situations: Addressing Workplace Violence

Action Required:	Date Completed:	Completed By:
1. Draft a policy that addresses workplace violence; which includes:		
a.) Define acts of violence, including threats, including threats of violent action against personnel and company property.		
b.) Declare that the company will not tolerate violent or aggressive behaviour.		
c.) Describe disciplinary action that will be taken with offenders.		
d.) Tell employees that they are responsible for reporting all violent acts or potentially violent acts to their supervisors		
e.) Ask employees to not intervene, but rather, to call their supervisor or 911.		
f.) Tell employees what to do in extreme situations.		
g.) Describe how victims will be protected in the future.		
h.) Deliver and education program on preventing workplace violence		
i.) If appropriate, have the policy reviewed by your legal advisor.		
j.) Schedule regular reviews of the policy to ensure that it is relevant.		
2. Communicate the policy to all employees, including senior personnel. This includes:		
a.) Ensure all new employees receive a copy of the policy and its amendments.		

b.) Have all employees acknowledge by writing or email that they have read/received the policy/amendments.		
c.) Post the policy/amendments prominently where all employees will have access to it.		
d.) Have the appropriate company officer distribute a copy of the policy to all managers and supervisors with instructions about what is inspected of them in carrying out the policy.		
e.) Announce policy and provide highlights for employees.		
f.) Ask managers to schedule an annual discussion about this policy with their staff.		

