

OACETT Workplace Violence Prevention Policy

OACETT is committed to the prevention of workplace violence and is ultimately responsible for its employee's health and safety. OACETT will take every reasonable step to protect employees from workplace violence.

Definition of workplace violence; *(The Occupational Health and Safety Act) defines "Workplace Violence" as:*

- *the exercise of physical force or an attempt to exercise physical force by a person against an employee in a workplace that causes or could cause physical injury to the employee,*
- *a statement or behaviour that is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the employee.*

Most people think of violence as a physical assault. However, workplace violence is a much broader problem. It is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment. Workplace violence includes:

- *Threatening behaviour - such as shaking fists, destroying property or throwing objects.*
- *Verbal or written threats - any expression or intent to inflict harm.*
- *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.*
- *Verbal abuse - swearing, insults or condescending language.*
- *Physical attacks - hitting, shoving, pushing or kicking.*
- *Rumours, swearing, verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, theft, physical assaults, psychological trauma, anger-related incidents, rape, arson and murder are all examples of workplace violence.*

Workplace violence is not limited to incidents that occur within a traditional workplace. Work-related violence can occur at off-site business-related functions (conferences, trade shows), at social events related to work or away from work but resulting from work.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to customers, clients, other employers, supervisors, employees, members of the public, association members and volunteers.

Employees are responsible for attending any training or information sessions provided by OACETT and cooperating with any efforts to investigate and resolve matters pertaining to this policy.

Supervisors will adhere to this policy and the supporting training program. Supervisors are responsible for ensuring that measures and procedures are followed by the employee and that employees have the information they need to protect themselves.

Every employee must work in compliance with this policy and the supporting program. All employees are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats to their immediate supervisor, manager or director and Chief Executive Officer or President in confidence.

Directors, Supervisors and all employees, and volunteers are expected to adhere to this policy, and will be held responsible by OACETT for not following it. Employees are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace violence.

Management will investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible.

Everyone is expected to uphold this policy and to work together to prevent workplace violence.

If an employee needs further assistance, he or she may contact, OACETT's Joint Health and Safety Committee or OACETT's Employee Assistance Program (EAP).

For your reference please refer to the attached "Appendix A" for definitions.



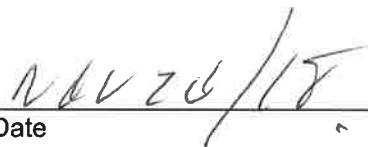
Greg Miller
President



Date



David Thomson
Chief Executive Officer



Date

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