

TOWN OF ANNAPOLIS ROYAL

POLICY

Title: Anti-Violence in the Workplace	
Policy No: 2019-05	Supersedes: N/A
Effective Date: October 28, 2019	Approved by Council Motion No. C2019-OCT-28-04

Purpose:

This policy applies equally to all employees, contractors, public visitors, clients and anyone else whom employees encounter during work.

Policy elements

“Workplace violence” refers to physical acts of violence or threats to harm a person or property. Abusive behaviors, whether verbal, psychological or physical, are also considered violence. More specifically:

- Verbal abuse can be using unwelcome, embarrassing, offensive, threatening or degrading language.
- Psychological abuse is an act which provokes fear or diminishes a person’s dignity or self-esteem.
- Sexual abuse is any unwelcome verbal or physical assault.

We can’t always predict violent acts, but we ask managers and team members to be vigilant. Report any concerns or violent acts as soon as possible. Examples of violent behaviour among co workers include but are not limited to:

- Intimidating or bullying others
- Abusive language
- Physical assault
- Threatening behavior
- Concealing or using a weapon
- Sexual or racial harassment

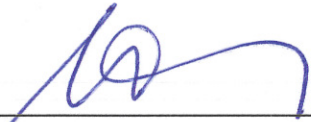
Grievance Procedure

All supervisors and managers are responsible to implement our policies and ensure that all procedures are free of discrimination.

Employees who witness or suspect violence, or are victims of violence, can report to the CAO or their immediate supervisor. It will be investigated quickly and discreetly as our aim is to protect victims from harassment and victimization.

Disciplinary Consequences

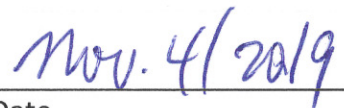
The Town of Annapolis Royal doesn't tolerate violence. Any such behavior will trigger appropriate disciplinary action, up to and including termination, removal from boards or committees, as well as potential criminal charges.



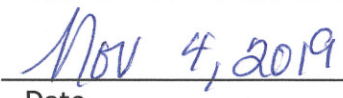
Mayor



Interim Chief Administrative Officer



Date



Date