



TOWN OF KENTVILLE POLICY STATEMENT G72 ANTI-VIOLENCE IN THE WORKPLACE

1.0 PURPOSE

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

2.0 DEFINITIONS

2.1 "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:

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

3.0 SCOPE

3.1 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:

- 3.1.1 Intimidating or bullying others
- 3.1.2 Abusive language
- 3.1.3 Physical assault
- 3.1.4 Threatening behavior
- 3.1.5 Concealing or using a weapon
- 3.1.6 Sexual or racial harassment

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

3.3 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.

4.0 POLICY REVISION HISTORY

Date Created: February 24, 2020

Chief Administrative Officer, Kelly Rice