



# Workplace Violence

## Human Resources

### Policy

The Brantford Public Library is committed to providing a safe work environment for all employees. As such the Brantford Public Library will take every reasonable measure to prevent workplace violence, including but not limited to remedial, disciplinary and/or legal action. Violent behaviour in the workplace is unacceptable and will not be tolerated from any person in the workplace including workers and members of the public. Workplace Violence means:

- a. The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- b. An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- c. A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker, or
- d. Domestic violence is when a person who has a personal relationship with a worker, such as a spouse or former spouse, current or former intimate partner or a family member, may physically harm, or attempt or threaten to physically harm, that worker at work. In these situations, domestic violence is considered workplace violence.

The Brantford Public Library has a workplace violence prevention program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. This program also outlines the process for the fair, respectful, and timely investigation of any report received regarding workplace violence. Information provided about an incident or a complaint will not be disclosed except as necessary to protect workers, to conduct investigations, to take corrective action, or as otherwise required by law.

The Brantford Public Library will ensure this policy and the workplace violence prevention program is implemented and maintained. Management is responsible for communicating the policy and procedures to workers in order to ensure that they have the information that they need to protect themselves. Every worker must work in compliance with this policy and all workers are encouraged to raise any concerns about workplace violence and are required to report any violent incidents or threats. This policy further prohibits all reprisal against any individuals who report in good faith, any incidents of violence or acts as witnesses..

## History

**Supersedes:** Not applicable

**Background documents, related policies:** Health & Safety Policy, Workplace Harassment Policy, Violence and Harassment Program, Occupational Health & Safety Act

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**Projected Review Period:** Annual

**Author:** Corporate Services Administrator; Reviewed by Joint Health and Safety Committee

**Approval Level:** Brantford Public Library Board