

SAMPLE – Workplace Policy on Violence in Relationships

Whereas violence in relationships affects the lives and impacts the safety of many employees working in Manitoba everyday,

Whereas, violence in relationships enters the workplace impacting the safety of victims, perpetrators and co-workers, and results in lost productivity, increased health care costs, increased absenteeism and increased employee turnover,

It is the policy of _____ that each of our employees has the right to work in an environment free of violence. Moreover, every employee has the right to seek assistance [through the Employee Assistance Program] with issues in relation to violence, even when it is happening outside of the workplace. Violence, as defined in this policy, means a pattern of coercive tactics in which one person seeks to hurt or intimidate another through the use of physical force, verbal harassment or manipulation in order to establish and maintain power and control over the victim.

Therefore, we will use a variety of methods, including:

I. Employee Awareness

We will disseminate a statement that states our opposition to all acts of violence, including violence in relationships, to all our employees/supervisors/managers.

We will post copies of the violence in relationships policy, information posters and other media prominently in areas accessible to employees, customers and suppliers.

We will provide information to all employees about services available, [through our EAP] to help employees deal with any issues related to workplace or violence in relationships.

II. Workplace Safety

We will seek to eliminate the potential for violence in and around the workplace by reviewing our workplace environment and minimizing, where possible, physical attributes which may expose our employees to violent acts.

We will provide reasonable means to consult with and assist victimized employees in developing and implementing individualized workplace safety plans [consistent with existing collective bargaining agreements].

We will enforce all known court orders, particularly orders telling the abuser to stay away from the work site.

We will have an emergency security plan with procedures for contacting the police when employees observe anyone engaging in threatening behaviour.

We will explore options for voluntary relocation of the victimized employee, escort for entry and exit of the building, and dealing with harassing telephone, email and faxes.

III. Supportive and Non-Discriminatory Policies

We will take reasonable measures to develop policies, practices and measures that deal with employee absenteeism, productivity, safety, and requirements for support and counselling related to violence in relationships.

We will ensure that our policies and practices do not discriminate against employees experiencing violence in relationships and we will be responsive to their needs as victims.

We will not base staffing decisions on any assumption about or knowledge of an employee's exposure to violence in relationships.

IV. Training

We will make training on violence in relationships and its impact on the workplace available on a regular basis for all managers, supervisors, human resources staff, and security staff.

We will train staff on signs of violence in relationships, impacts on workplace, making appropriate referrals, confidentiality, individualized responses and safety plans.

V. Responsibility for Policy

We will ensure that all managers and supervisors follow the policy and disseminate copies to all employees upon implementation and all new employees.

Employees with questions or complaints about violence in relationships related workplace behaviours that fall under this policy, may discuss them with _____. Concerns will be addressed.

We believe that helping to prevent violence in the workplace and in the family is our company's business and will help foster a safer society.