



Workplace Violence Policy

Approved: June 29, 2010

The management of the Quinte West Chamber of Commerce is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

The Chamber of Commerce Building is a safe place to work but there are three specific risks to employees identified: Direct Contact with Clients or General Public; Handling Cash; and Working Alone or in Small Numbers.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to all employees, board members, visitors to the office, chamber members, volunteers and delivery persons.

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

If any employee feels they are in any danger they are encouraged to use the panic button located at the main reception desk. Once this button is activated the police will come immediately to the building to investigate. This button is tested on a regular basis to ensure its proper working order.

The Quinte West Chamber of Commerce, as the employer, will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace. Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information that they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats to the Chamber Manager or as an alternative the Chair of the Personnel Committee. There will be no negative consequences for reports made in good faith.

Management pledges to 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.

The workplace violence policy should be consulted whenever there are concerns about violence in the workplace.