

6. APPENDICES

Appendix A – Model policy

It is the policy of _____ that each of our employees has the right to a workplace free from violence. Furthermore, every employee has the right to seek assistance through the EAP to deal with any issues of violence, wherever they happen, including outside of the workplace. For purposes of this policy, violence is defined as any act in which one person seeks to hurt or intimidate another through the use of physical contact or verbal harassment or manipulation. This includes actions of employees, supervisors, customers, suppliers or any other person.

_____ shall:

- Seek to eliminate the potential for violence in and around the workplace.
- Seek to eliminate the potential for violence by affecting the attitudes and behavior of our customers and suppliers.

We will use a variety of methods to accomplish the above including:

1. We will disseminate to all employees/supervisors/managers a statement against all acts of violence, including family violence. This statement will be posted in prominent locations accessible to customers and suppliers.
2. Our opposition to all forms of sexual harassment will be made clear by disseminating to all employees/supervisors/managers our policy prohibiting sexual harassment. Copies of the policy, informational posters or other media will be prominently displayed in areas accessible to our customers and suppliers.
3. We will provide information to all employees about services available through our EAP including those designed to help employees deal with any issues related to workplace or family violence.
4. We will regularly review our workplace environment and minimize wherever possible physical attributes which may expose our employees, customers or suppliers to violent acts.
5. Employees with questions or complaints about workplace behaviors which fall under this policy may discuss them with _____. Concerns will be investigated and appropriate action will be taken. This may include disciplinary action for an employee who is a perpetrator of a violent act.

Everyone with whom we come into contact in our work deserves to be treated with courtesy and respect. This means that we treat each other, our customers, our suppliers and all others in this fashion and that we can expect the same treatment in return.

It is our belief that by helping to prevent violence in the workplace and in the family, our company is helping to foster a safer, better society.