



Workplace Violence Policy

Prince Edward County Arts Council (County Arts) is fully committed to the prevention of workplace violence and management understands it is ultimately responsible for worker health and safety, whether it be from accident, illness, or violence. County Arts will take whatever steps are reasonable and necessary to protect our workers from workplace violence from all sources.

Violent behaviour in the workplace is unacceptable, no matter from what source, be it employee, vendor, or even the customer. Therefore this policy applies to anyone who enters the workplace, interacts with our employees, our customers, and even applies when work is being done offsite. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

County Arts has developed a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, steps in getting immediate assistance and a process for workers to report incidents, or raise concerns.

County Arts, as the employer, will ensure this policy and the supporting program continue to remain in force and are maintained regularly. All workers and supervisors will receive appropriate information and instruction on the contents of the policy and program. Those in a supervisory capacity are responsible for ensuring that measures and procedures are followed by workers and that workers have the information 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 are required to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.