

WORKPLACE VIOLENCE PREVENTION POLICY

Policy Statement

This company has a policy of zero tolerance for violence in the work place. If you engage in any violence in the workplace, or threaten violence in the workplace, your employment will be terminated immediately.

Furthermore no Bullying, talk or threats of violence or joking about violence will be tolerated.

“Violence” includes direct or indirect assault of another person including, striking, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities.

It is the intent of this policy to ensure that everyone associated with this business, including employees and customers, never feels threatened by any employee’s actions or conduct.

Possession or use of a weapon

The company specifically prohibits the possession or use of weapons by any employee while on company property. This ban includes keeping or transporting a weapon in a vehicle.

Workers are strictly prohibited from carrying a weapon whilst on duty.

Weapons are defined to include but are not limited to: guns, knives, chains, truncheon/cosh, explosives, and other items where the intended use is to inflict harm.

Appropriate disciplinary action, up to and including dismissal, will be taken against any person who violates this policy.

Inspections to detect threats or use of violence including bullying

Desks, telephones, and computers are the property of the company. We reserve the right to enter or inspect work areas including, but not limited to, desks, drawers, lockers and computer storage devices, with or without notice.

The fax, copier, and email systems, including internet systems, are intended for business use only. Personal business should not be conducted through these systems.

Under conditions approved by management, telephone conversations may be monitored and voice mail messages may be retrieved in the process of monitoring customer service.

Any private conversations overheard during such monitoring, or private messages retrieved, that constitute threats against other individuals can and will be used as the basis for disciplinary hearings resulting in dismissal.

Reporting violence or bullying

It is everyone's interest to prevent violence in the workplace. You can help by reporting what you see in the workplace that could indicate that a colleague is in trouble. You are in a better position than management to know what is happening with those that you work with.

You are encouraged to report any incident that may involve a violation of any of the company's policies that are designed to provide a comfortable workplace environment. Concerns may be presented to your immediate manager.

All reports will be investigated and information will be kept confidential.

Improvements

If you have suggestions for ways to improve safety and security at work, please pass them along to your immediate manager or phone a Director.

Suggestions can be made anonymously by writing to any Director.

Evans Igor
Managing Director
Tuesday 2nd July 2019