

## Workplace Violence and Working Alone: Dealing with Violence in the Workplace

### Workplace Violence Policy

#### **Statement of belief**

The Banff Centre believes in the prevention of violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of violence committed at The Banff Centre by or against any worker or member of the public is unacceptable conduct and will not be tolerated.

#### **The Banff Centre is committed to:**

1. Providing a safe and healthy workplace for all members the Banff Centre community.
2. Reporting and investigating all acts of violence including threats, harassment, and intimidation.
3. Taking all reasonable steps to prevent a recurrence of any violence in the workplace.
4. Give proper support to all victims affected by violence in the workplace.

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or frivolously.

#### **The purpose of the policy is to ensure that:**

1. The Banff Centre community understands that acts of violence are considered a serious offence.
2. Those subjected to acts of violence are encouraged to report all incidences of violence, and to seek assistance from The Banff Centre in order to pursue the complaint.
3. Individuals are advised of available resources by Human Resources, should they be subjected to, or become aware of, situations involving violence.
4. Acts of violence within the workplace are prevented through investigation and education.
5. There is a “zero tolerance” attitude for any forms of workplace violence between employees and/or guests of The Banff Centre.

#### **Policy Statement**

It is the policy of The Banff Centre to provide a safe work environment for all staff. Any violent situations including threats of violence, harassment, intimidation, and other disruptive behavior will not be tolerated. All reports of such instances will be dealt with appropriately. Individuals who commit such acts will be removed from the premises if necessary and may be subject to disciplinary action, criminal penalties, or both.

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### **Reporting Procedures**

It is Banff Centre policy that all instances of violence be reported to the Executive Officers of the affected areas, Human Resources, Security, and Health and Safety departments.

### **Applicability**

This policy and procedure applies to the entire Banff Centre community. All employees are responsible to be familiar with and comply with this policy and companion procedure.