

# ACAPULCO POOLS WORKPLACE VIOLENCE POLICY



## **SCOPE**

The scope of this Workplace Violence Policy is applicable to all office and operational activities, associated with the construction and service of commercial, residential and institutional aquatic facilities. This policy applies to all workplace parties including employees, visitors, clients, vendors and volunteers. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

The complainants and witnesses to the acts of violence will be protected from reprisals as long as they have acted in good faith and they have complied with the OHSA.

## **COMMITMENT**

ACAPULCO POOL/GALL CONSTRUCTION recognizes the right of employees to work in a violence free work environment and is committed to providing a work environment that is free of violence of any kind, whether it arises from another employee or any other person visiting the workplace or interacting with staff.

Violent behaviour in the workplace is unacceptable from anyone. ACAPULCO POOLS/GALL CONSTRUCTION has zero tolerance for workplace violence of any kind and will be proactive in the prevention of workplace violence. The management of ACAPULCO POOLS/GALL CONSTRUCTION is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. ACAPULCO POOLS/GALL CONSTRUCTION will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

## **SUMMONING IMMEDIATE ASSISTANCE**

Any person experiencing or witnessing imminent danger, personal injury from violence, violence involving weapons, or actual violence should call security or 911 immediately from their desk/task station or company issued cellular device. Office and site staff should refer to the Emergency Response Plan and Emergency Response Poster for their office and/or geographical location of site and other applicable emergency phone numbers.

## **WORKPLACE VIOLENCE PROGRAM**

There is a workplace violence program that implements this policy. It includes a risk assessment, measures and procedures to protect workers from workplace violence, and a process for workers to report incidents or raise concerns.

## **WORKPLACE VIOLENCE**

Workplace violence is the exercise, attempt or threat to exercise physical force by a person (staff, subcontractors or visitors) against a worker in a workplace that causes or could cause physical injury to the worker.

*Examples of workplace violence include but are not limited to the following:*

- Threats of harm
- Brandishing a weapon or an object which appears to be a weapon
- Intimidating, threatening, or directing abusive language toward another person
- Stalking another employee
- Slapping, punching, or otherwise physically attacking a person
- Telling another person, you will "beat them up" to intimidate them
- Putting your closed fist close to another's face in an intimidating/threatening manner
- Using greater physical size/strength or greater positional power to intimidate another

## **ROLES AND RESPONSIBILITIES**

- ACAPULCO POOLS/GALL CONSTRUCTION, as the employer, will ensure this policy and the supporting program are implemented and maintained. All workers and supervisors will receive appropriate information and instruction on the contents of the policy and program.
- 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 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.
- 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.
- Workers are encouraged to report any incidents of workplace violence to the Human Resources Coordinator or the Health and Safety Manager.
- If a worker needs further assistance, he or she may contact their local union representative, a member of the JOHSC or site health and safety representative, the Human Resources Coordinator or the Health and Safety Manager.

## **CONFIDENTIALITY**

Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

This Policy Statement will be communicated and displayed in appropriate office and job site locations throughout Canada and the United States. This policy provides the framework for setting and reviewing health and safety objectives of ACAPULCO POOLS/GALL CONSTRUCTION and at a minimum will be reviewed annually.