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Policy #: OHS-003  
TITLE: Workplace Violence  
Date issued: June 29, 2009  
Date last revised: \_\_\_\_\_  
Authorization: Chief Executive Officer

## 1.0 OBJECTIVE

Unfortunately, *workplace violence* is a recurring theme in business. Workplace violence is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment. Such behaviour is not only a violation of ISI policy, it is prohibited by law. It undermines employees' ability to work effectively, and affects their quality of life.

ISI is committed to ensure a workplace free from violence or threats of violent behaviour for all employees, and has designed this Policy to prevent workplace violence. Any form of violence undermines our ability to provide a workplace in which the respect and safety of our employees is paramount. ISI will not tolerate workplace violence of any kind by or against management, employees, clients, independent contractors and anyone who has a relationship with our company.

## 2.0 DEFINITIONS AND ACRONYMS

- 2.1. **Employees** – For the purposes of this policy, “employee” refers to anyone in the employ of ISI, and/or is contracted to work on ISI premises.
- 2.2. **Workplace Violence** – includes, but is not limited to, any/all of the following attempted or actual acts:
  - Threatening behaviour - such as shaking fists, destroying property, throwing objects, etc.
  - Verbal or written threats - any expression of intent to inflict harm, etc.
  - Harassment - any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities.
  - Verbal abuse - swearing, insults, condescending language, etc.
  - Physical attacks - hitting, shoving, pushing, kicking, etc.
- 2.3. **Off-Site** – functions such as conferences, trade shows, etc., social events in clients' homes or away from work but resulting from work; and, any place being travelled to and from the office, home or field.

## 3.0 POLICY

- 3.1. No employee shall ever exhibit threatening behaviour, communicate verbal or written threats, harass, verbally abuse, or physically attack another ISI employee, customer, suppliers, associate or visitor, on ISI premises or *off-site* business locations.
- 3.2. It is the responsibility of all employees to promote safety and guard against harm to them and other employees.
- 3.3. All employees are responsible to report any incident of workplace violence immediately to their supervisor or any other manager.
- 3.4. All supervisors are responsible for promoting a violence-free work environment by ensuring all employees are aware of, understand, and adhere to the Workplace Violence Policy.
- 3.5. All supervisors are to ensure that all employees are aware that no reprisals will be made against reporting employees.



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- 3.6. All supervisors are required to offer a confidential Employee Assistance Program (EAP) to allow employees with personal problems to seek help.
  - 3.7. Failure to comply with any portion of this policy will result in discipline, up to and potentially including termination.

#### 4.0 REVISION HISTORY

Issued: \_\_\_\_\_

Revised: \_\_\_\_\_