

**Atikokan Literacy Incorporated  
ADULT LEARNING CENTRE  
Human Resource  
Policy/Procedure**

**Workplace Violence**

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: February 26, 2015 (R)

DISTRIBUTION: Visitors, Learners, Employees, Board Members, Volunteers

**Policy:**

The Atikokan Literacy Incorporated is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. Reasonable steps will be taken to protect our workers from workplace violence from all sources. Violent behavior in the workplace is unacceptable from anyone.

Violence will not be tolerated from anyone in the workplace. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer.

Atikokan Literacy Incorporated as the employer will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

This policy applies to all staff, learners, visitors, members, clients, delivery persons, volunteers, etc. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

**Procedure:**

1. The Executive Director will ensure there is a workplace violence action plan that implements this policy. It will include measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.
2. The Executive Director must ensure every staff member works in compliance with this policy and the supporting action plan. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats to the Executive Director.
3. Atikokan Literacy Incorporated pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible.

4. The workplace harassment policy should be consulted whenever there are concerns about harassment in the workplace.

**Workplace Violence Action Plan:**

1. The main entrance is the only entrance utilized for entry into the facility. The emergency exits are clearly labeled and are used for emergency exiting only.
2. If workplace violence occurs the Executive Director must be notified of the violent situation.
3. The Executive Director and/or staff is responsible for contacting the Police by dialing 911 or engage the silent alarm to ensure the safety of both the learners and staff when a violent situation occurs.
4. If workplace violence occurs all Staff, Learners, and Visitors must exit via the nearest emergency exit not obstructed by the violent situation and meet in the parking lot.
5. The Executive Director will investigate and deal with all incidents and complaints of workplace violence in a timely manner, respecting the privacy of all concerned to the extent possible.