



The Apple Tree preschool

& Learning Centre  
900 Bonacord Ave  
Unit #4  
Whitby, ON  
L1P 1H8

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## Workplace Violence Policy

The Apple Tree Preschool is committed to the prevention of workplace violence and is ultimately responsible for worker health & safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Workplace violence: occurs in a workplace & is the exercise of physical force by a person against a worker that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, that could cause physical injury to the worker; a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, that could cause physical injury to the worker. Domestic violence is a pattern of behaviour used by one person to gain power & control over another with whom he/she has or has had an intimate relationship. This pattern of behaviour may include sexual, emotional and psychological intimidation; verbal abuse, stalking, and using electronic devices to harass & control. Domestic violence becomes workplace violence when it occurs in the workplace.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to The Apple Tree Preschool supervisors & staff, clients & any visitors, volunteers or service people frequenting the workplace.

The Apple Tree Preschool 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.

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 that 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. Please report to your supervisor at The Apple Tree Preschool as soon as is convenient. If you encounter an incident of workplace violence that is urgent, compromising you or the work situation, go directly to your supervisor & request their assistance.

Management pledges to investigate & 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. Please be observant, make notes of your incident, note any witnesses or participants, time, date, location, any details that will be valuable in the investigation. The Apple Tree Preschool will complete a "Workplace Violence/Harassment Incident" form with you & will review the steps to investigate & control the risks of reoccurrence.

Marcy Cowan  
Director

I have read, understand and comply with this policy.

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Employee

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Date