



Policy Number: HR.13-03  
Sub-Topic: Health and Safety  
Topic: Health, Safety and Wellness  
Applies to: All Employees

The Corporation of the Town of Newmarket (Town) is committed to ensuring that all employees feel safe and secure at all times within the workplace. Maintaining a workplace that is free from violence is a responsibility of all employees as part of the health and safety Internal Responsibility System (IRS).

All employees are expected to work in a safe and respectful manner and uphold this Policy as workplace violence is unacceptable at the Town.

The Town will not tolerate, ignore, or condone workplace violence and considers violence to be a serious offence. The Town Policy emphasizes education, risk management, prevention and zero-tolerance for workplace violence.

The *Occupational Health and Safety Act* (OHSA) defines Workplace Violence as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

This Policy is implemented through a Workplace Violence Program (HR.13-03-001). The Program includes procedures regarding roles and responsibilities, summoning immediate assistance, communication and training, reporting, investigation, record keeping, and workplace violence assessment.

The Town will ensure this Policy, and the supporting Program are implemented and maintained. It 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.

Supervisors are responsible to support this Policy by providing information and training to employees with respect to actual and potential workplace violence hazards.

All employees are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats to their immediate supervisors and/or Human Resources.

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**Chief Administrative Officer**