

**FLAGSTAFF COUNTY POLICY**

<b>Title: Violence Prevention</b>	<b>Policy: HR 008</b>
<b>Section: Human Resources</b>	

**ACCOUNTABILITY TO VISION STATEMENT**

Flagstaff County is committed to providing a physically and psychologically safe workplace for its employees and volunteers.

**POLICY STATEMENT**

Flagstaff County is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. Whatever steps necessary will be taken that are reasonable to protect our workers from the potential hazards associated with workplace violence. Violent behavior or threat of violence in the workplace is unacceptable.

Flagstaff County is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. Everyone is obligated to uphold this policy and to work together to prevent workplace violence.

Violence, whether at a work site or work related, is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

In support of this policy, workplace violence prevention procedures have been developed which includes 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.

Flagstaff County will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. 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 procedures. All workers are required to raise any concerns about workplace violence and to report any violent incidents or threats.

Flagstaff County will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair and timely manner.

Flagstaff County pledges to respect the privacy of all concerned as much as possible and will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law. Flagstaff County will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace violence. This violence prevention policy does not discourage a worker from exercising the worker's right under any other law.

<b>Council Approved:</b> September 18, 2018	<b>Resolution #:</b> FC20180913.1009
<b>Reference:</b> CAN/CSA-Z1003-13 Psychological Health and Safety in the Workplace	

<b>Administrative Responsibility:</b> Chief Administrative Officer	<b>Review Cycle:</b> Every three (3) years	<b>Next Review Date:</b> September 2021
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