



Prevention of Violence in the Workplace

The Board is committed to actively encouraging the prevention of violence in the workplace and to the promotion of a violence free environment. Any act or threats of violence against employees and/or Library users and member of the public are unacceptable and will not be tolerated

The establishment of effective procedures shall ensure that every reasonable step is taken to identify the source of such action, promote working conditions, which will minimize, reduce or eliminate the potential for violent incidents or threats of violence to occur within its operations or facilities

EMPLOYEES' RESPONSIBILITIES

Employees shall cooperate and follow prescribed procedures for the management of such incidents, willingly participate in the investigation, control and elimination of such occurrences and are immediately obliged to report threats or incidents of violence

SUPERVISORS, MANAGERS' AND EMPLOYERS' RESPONSIBILITIES

The supervisors shall cooperate and ensure that all employees are made aware of hazards, follow the prescribed procedures for the management of such incidents and are therefore adequately trained in the recognition and management of potentially violent incidents to protect themselves against acts or threats of violence

By working together and sharing these responsibilities, the Library will promptly investigate reported incidents or threats of violence by designated individual(s) in an objective and sensitive manner. Corrective action necessary to prevent the recurrence of similar incidents will have the highest priority

Approved by the Greater Victoria Public Library Board:

October 26, 1999

Reviewed by the Policy & Program Development Committee:

Amended by the Greater Victoria Public Library Board:

December 14, 2004