
Workplace Violence and Harassment Policy

1.0 Policy Purpose & Scope

The purpose of this Workplace Violence and Harassment Policy is to establish a clear, enforceable framework that prevents, identifies, and addresses all forms of workplace violence and harassment. This policy applies to all individuals within the organization's operational sphere, including but not limited to full-time and part-time employees, temporary workers, contractors, subcontractors, volunteers, visitors, and any third parties conducting business on company premises or during company-related activities. The core objective is to create a safe, respectful, and productive work environment by prohibiting any behavior that constitutes violence, threats, intimidation, bullying, or harassment—whether physical, verbal, psychological, or sexual. This policy covers all interactions occurring on company property, at work-related events, during travel for work, and through any electronic communication channels used for business purposes.

2.0 Regulatory Context & Compliance

This policy is driven by and complies with the following legislative and regulatory frameworks: the Workers Compensation Act (WCA) of British Columbia, specifically Part 3, Division 3 – Workplace Violence and Part 5 – Harassment; the Occupational Health and Safety Regulation (OHSR) under WorkSafeBC, including Sections 4.28 to 4.31 (Workplace Violence) and Section 4.20 (Harassment); the British Columbia Human Rights Code, which prohibits discrimination and harassment based on protected characteristics; and the Personal Information Protection Act (PIPA) for the handling of personal information during investigations. Additionally, this policy aligns with the Canadian Criminal Code regarding threats and assaults. The organization is committed to meeting or exceeding these legal requirements and will update this policy in response to any changes in legislation or regulatory guidance.

3.0 Roles & Responsibilities

Employer/Management: The employer bears the ultimate legal duty to ensure a workplace free from violence and harassment. This includes conducting and documenting a comprehensive risk assessment for violence and harassment, implementing effective controls, providing adequate training to all workers, establishing a clear reporting and investigation procedure, and ensuring that no reprisals occur against any person who reports an incident in good faith. Management must actively promote a culture of respect and intervene promptly when issues arise.

Supervisors: Supervisors are responsible for implementing this policy within their teams. They must ensure that all workers under their supervision are aware of the policy and have received required training. Supervisors must monitor the workplace for signs of violence or harassment, respond immediately to any reports or observations, and escalate incidents to senior management or the designated safety officer as required. They must also participate in investigations as directed and maintain confidentiality.

Workers: Every worker has the duty to conduct themselves in a manner that does not threaten, intimidate, harass, or harm others. Workers must complete all mandatory training on workplace violence and harassment, report any incidents or concerns to their supervisor or through the designated reporting channel, and cooperate fully with any investigation. Workers are also encouraged to intervene safely if they witness inappropriate behavior and to support affected colleagues.

4.0 Program Execution & Procedures

4.1 Risk

Assessment: The organization will conduct an initial and ongoing risk assessment for workplace violence and harassment, considering factors such as the nature of work, workplace layout, interaction with the public, and historical incidents. The assessment will be reviewed annually or after any significant incident.

4.2 Training: All workers will receive initial and annual refresher training on this policy, including definitions of violence and harassment, reporting procedures, and the rights and responsibilities of all parties. Training will be documented and tracked.

4.3 Reporting: Any person who experiences or witnesses workplace violence or harassment must report it immediately to their supervisor, the Human Resources department, or through a confidential reporting hotline if available. Reports can be made verbally or in writing and should include as much detail as possible.

4.4 Investigation: Upon receiving a report, the organization will initiate a prompt, impartial, and confidential investigation. The investigation will be conducted by a trained internal investigator or an external third party, depending on the complexity and severity. All parties involved will be informed of the process and outcome, subject to privacy constraints.

4.5 Corrective

Actions: If a violation is confirmed, the organization will take appropriate corrective actions, which may include discipline up to and including termination of employment or contract, as well as changes to workplace practices or controls to prevent recurrence. Support services, such as employee assistance programs, will be offered to affected individuals.

4.6 No

Reprisal: The organization strictly prohibits any form of retaliation against any person who reports an incident, participates in an investigation, or exercises their rights under this policy. Any acts of reprisal will be treated as a separate violation and subject to discipline.

5.0 Review & Recordkeeping

This policy will be reviewed annually by the Joint Health and Safety Committee (JHSC) or the designated safety representative, and more frequently if there is a significant incident, a change in legislation, or a change in workplace conditions that affects risk. All records related to workplace violence and harassment, including risk assessments, training records, incident reports, investigation reports, and corrective action documentation, will be retained for a minimum of five years from the date of creation or the resolution of the incident, whichever is later. Records will be stored securely in a confidential manner, with access limited to authorized personnel such as Human Resources, the safety department, and legal counsel as needed. The organization will ensure that recordkeeping practices comply with all applicable privacy laws, including PIPA.

Regulatory Disclaimer: This policy is a generic organizational template. The end-user assumes all liability for reviewing and adapting these protocols to meet specific provincial regulations (e.g., WorkSafeBC, OHSA) and corporate requirements prior to formal implementation.