

## **OTDS WORKPLACE VIOLENCE POLICY**

### **MISSION**

The Management of Ontario Truck Driving School (OTDS) 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.

### **DEFINITION**

“Violence” is any actual, attempted or threatened conduct of a person that causes or is likely to cause physical and/or psychological harm, injury or illness that gives a person reason to believe the she/he or another person is at risk of physical and/or psychological harm, injury or illness, including but not limited to any actual or attempted assault including sexual assault and physical attacks, threat, verbal, psychological or sexual abuse and harassment.

### **PURPOSE**

Violent behavior in the workplace is unacceptable from anyone. This policy applies to all Managers, Supervisors and Employees, Students, Private Lesson Clients, Corporate Assessments, Sub-Contractors, visitors, friends and family. Everyone is expected to uphold this policy and to work together to prevent workplace violence.


There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for works to report incidents or raise concerns.

OTDS, as the employer, 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.

Managers/Supervisors will adhere to this policy and the supporting program. Managers/Supervisors are responsible for ensuring that measures and procedures are being 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 program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incident or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent to the extent possible.

Signed:   
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**President**

Date: September 15, 2015

**The workplace harassment policy should be consulted whenever there are concerns about harassment in the workplace.**