

Workplace Violence Prevention Policy Outline:

1.	Define "Violence"	
2.	Provide examples of unacceptable behaviour and working conditions	
3.	Provide in clear terms the organization's view of workplace violence and its commitment to prevention	
4.	State consequences of threats or violence	
5.	Outline process of how preventative measures will be developed	
6.	Process of reporting with assurance of no reprisals to those who report	
7.	Procedures for investigating and resolving complaints	
8.	Commitment of support for victims of violence (including EAP)	

9.	Communication strategy for information re: violence risks	
10.	Communication strategy for all aspects of this violence prevention policy	
11.	Commitment to fulfill violence prevention training needs to all levels of personnel	
12.	Commitment to regularly review and monitor policy	
13.	Other	

Adapted from: Canadian Centre for Occupational Health & Safety "Violence in the Workplace Prevention Guide".