



APPENDIX G

WORKPLACE VIOLENCE QUICK REFERENCE SHEET

Warning Signs of a potentially violent person:

- Verbal, nonverbal, or written threats or intimidation, explicit or subtle
- Fascination with weaponry and/or acts of violence
- Expression of a plan to hurt self/others
- Feelings of persecution, expressed distrust with co-workers or management
- Fear reaction to employee among coworkers/clients
- Frequent interpersonal conflicts
- Displays of unwarranted anger
- Indications of marked mood swings
- Violence toward inanimate objects
- Sabotaging projects or equipment
- Holding a grudge against a specific person; verbalizing a hope that something will happen to him/her
- Drug or alcohol abuse

Domestic Abuse - Actions Employees Can Take

Employees who find themselves in the unfortunate position of being victims of domestic violence and abuse can take actions to protect themselves. You are not alone: help is available. Some the things you can do include:

- Talk to friends and family about your concerns;
- Inform your manager and / or Human Resources;
- Talk to your doctor;
- Contact the Employee Assistance Program or other support help line;
- Preserve evidence of instances of abuse and note dates and times of specific incidents.
- Call the police; and,
- Consider basic personal security measures such obtaining an unlisted telephone number, purchasing an alarm system, or avoiding isolated areas, etc.

Everyone is expected to work together to uphold this policy. This Workplace Violence Policy will be reviewed on an annual basis, or more frequently where necessary. Working together, we will produce a safe workplace for all.