Minimum requirements of a harassment and violence policy

Clear statement
of your
organization's
mission
statement
toward
harassment &
violence and its
commitment to
prevention

Update when needed (at least once every 3 years)

Summary of emergency procedures

Conditions that trigger a review and update of the workplace assessment

Summary of the training that will be provided

Description of the risk factors, internal and external to the workplace, that may contribute to harassment and violence

Description of support measures available to employees

Policies

Develop with union(s) and applicable partners

Available to everyone in the workplace

Apply to
anyone who
has a
relationship
clients with
the
workplace including,
contractors,
consultants, volunteers

Clear procedures related to the resolution process (e.g., reporting, investigations)

Name of the person or unit designated to receive a report (designated recipient)

Clear roles and responsibilities for all parties

Procedures for protecting privacy