



## Prevention of Workplace Violence Policy Statement

The Management of Inside Education recognizes the potential for workplace violence and other aggressive behaviour directed at our employees. We will not tolerate behaviour from anyone that intimidates, threatens, harasses, abuses, injures or otherwise victimizes our employees. We will take whatever steps are appropriate to protect our employees from the potential hazards associated with workplace violence. We are committed to providing our employees with an appropriate level of protection from the hazards associated with workplace violence.

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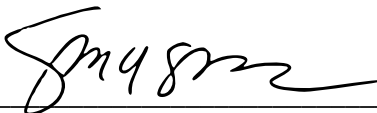
### Management Responsibilities:

- Inform employees if they are working in an area where there is a potential for violence, and identify any risks that are specific to that area.
- Ensure that appropriate procedures are in place to minimize the risk to our employees from violence.
- Ensure that employees are trained in recognizing and responding to situations involving workplace violence.
- Ensure that every reported incident of workplace violence is investigated, and potential areas for improvement are identified.

### Employee Responsibilities:

- Be familiar with and follow the procedures that are in place to protect them from workplace violence.
- Participate in the instruction of workplace violence prevention.
- Immediately report all incidents of workplace violence to their supervisor or Management.
- Participate in work site hazard assessments and implement controls and procedures to eliminate or control the associated hazards.

No employee can be penalized, reprimanded, or in any way criticized when acting in good faith while following the procedures for addressing situations involving workplace violence.

  
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Signed

January 4, 2023

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Date