

## Work related violence Policy

Visual Interiors & Partitions Limited recognises the difficulties in managing violence and aggression at work and aims to put in place steps to identify and minimise risks to support to all employees, contractors, public visitors, clients and anyone else whom employees come into contact with during work

“**Workplace violence**” refers to physical acts of violence or threats to harm a person or property. Abusive behaviors, whether verbal, psychological or physical, are also considered violence. More specifically:

- Verbal abuse can be using unwelcome, embarrassing, offensive, threatening or degrading language.
- Psychological abuse is an act which provokes fear or diminishes a person’s dignity or self-esteem.
- Sexual abuse is any unwelcome verbal or physical assault.

We can't always predict violent acts, but we ask managers and team members to be vigilant. Report any concerns or violent acts to HR as soon as possible.

Examples of violent behaviour among co workers include but are not limited to:

- Intimidating or bullying others
- Abusive language
- Physical assault
- Threatening behavior
- Concealing or using a weapon
- Sexual or racial harassment

### Employer’s Responsibilities

Visual Interiors & Partitions Limited will: –

- Carry out a risk assessment in respect of the potential for violence in the workplace. This will be undertaken in consultation with all and their representatives, where appropriate
- Instruction and training regarding violence at work will be given to all on induction and during other workplace training sessions
- Record all physical and verbal threats
- Classify all incidents in accordance with HSE’s guidelines, using headings such as place, time,

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type of incident, potential severity, who was involved and possible causes. The company will investigate all complaints, which relate to violence at work

- A risk evaluation will be taken which considers the level of training and information provided, the environment and design of the job. The significant findings of the assessment will be recorded
- If there is a violent incident involving anyone, we will provide them with full support, including debriefing, time off work and legal help, where necessary
- Should an employee request a transfer to other duties, such a request should be considered sympathetically, considering all the circumstances
- Report the matter to the Police at the persons request
- Establish monitoring arrangements and if a violent or aggressive incident occurs, risk assessments will be reviewed immediately to consider the circumstances surrounding the incident to prevent or minimise the risk of a further occurrence.

## All Co-Workers Responsibilities


Co-workers will: –

- Attend appropriate training sessions if they are deemed to be at risk at work from violence or aggression
- Report any incidents of violent or threatening behaviour to the employer
- After any violent incident, Employees/Sub-Contractors are advised to complete an incident report form regarding the event. This form outlines who has been involved along with details of the situation that lead to the incident occurring
- Co-operate with management arrangements for dealing with violence and aggression at work

This policy will be reviewed annually, when circumstances indicate a change is needed or when legislation is introduced that necessitates change.

# VIP VISUAL INTERIORS & PARTITIONS LTD

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