



# **VIOLENCE IN THE WORKPLACE POLICY**

## **1. INTRODUCTION**

PPA endeavours to provide a safe and secure working atmosphere for all its students employees, visitors, contractors and any other personnel working or engaged at its workplace. It is our strong belief that everybody deserves to be treated with courtesy and respect.

PPA has an absolute zero-tolerance policy towards any kind of intimidation and violence at its workplace.

## **2. SCOPE**

This policy covers any form of workplace violence incited and/or committed by or against it's staff. The Company strictly prohibits students and workers, across levels and gender, including visitors from issuing/making threats or encouraging/engaging in violent activities at the workplace.

## **3. POLICY**

### **3.1 Prohibited Conduct**

**"Workplace violence"** refers to physical acts of violence or threats to harm a person or property. Abusive behaviours, 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.

All staff are required to be vigilant and report any concerns or violent acts to the Designated Premises Supervisor (DPS) and HR as soon as possible. Examples of violent behaviour include, but are not limited to:

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

### **3.2 Reporting Procedures**

**Our Designated Premises Supervisor (DPS) is David Mitchell (Technical/Production Leader).**

Any potentially unpleasant or dangerous incident must be reported immediately to the Designated Premises Supervisor (DPS). Reports of workplace violence be made anonymously and investigated accordingly. Reports or incidents requiring confidentiality will be handled accordingly.

### **3.3 Risk Mitigation**

All staff and students are expected to adhere to PPA's policies on behaviour and conduct and ensure all incidents are reported so they may be investigated. Everyone is expected to report any behaviours or conduct by any person that exhibits provocative comments or behaviours that could lead to potentially unpleasant or dangerous situations. Such behaviour includes, but is not limited to, the following:

- Showing visible signs of extreme stress, hate, hostility, anger
- Making threatening remarks
- Sudden or significant deterioration of performance/absence/abstinence from college
- Displaying irrational frustration or inappropriate behaviour
- Sharing of inappropriate content or material that is not in line with the ethos of the College

All parties involved in a situation will be initially spoken to and the outcome of any investigation will be discussed with them. PPA will take appropriate action at any indication of a potentially hostile or violent situation.

The Designated Premises Supervisor will identify and maintain a log of workplace violence incidents and will design a plan to prepare for possible emergency situations.

### **3.4 Dangerous or Emergency situations**

Workers who are confronted with an armed or violent person should not try to challenge or to disarm the person. They should remain calm, make constant eye contact and talk to the individual. Every attempt must be made to obtain assistance without endangering the safety of the worker and/or others, and contact the Emergency Services on 999.

### **3.5 Non compliance**

HR is responsible for implementing PPA's policies and ensure that all procedures are free of discrimination.

Every act of aggression, violence or threatening conduct in the workplace will not be tolerated. Any person determined to commit such acts will be subject to disciplinary action, up to and including immediate termination and referred to the Police if appropriate.

**Policy Updated: September 2023**

**Policy Review Due: February 2024**