

**Violence in the Workplace**

**All Employees (Canada)**

**Issuing Department: Human Resources**

**Policy Statement**

Canadian Pacific Railway is committed to promoting a non-violent workplace where employees are treated with respect and dignity. Acts of violence are unacceptable, and where identified will lead to discipline up to and including termination and/or criminal charges.

**Accountability**

As a security measure, hiring managers are responsible for ensuring security checks are conducted in keeping with the Security Clearance policy.

Employees must report any acts or threats of violence to their supervisor or Human Resources for action. Threatening behaviour that presents a risk of physical harm to any employee or person in the workplace should be reported immediately to the CPR or local Police.

Supervisors are responsible for promoting a non-violent workplace. In consultation with Human Resources and/or CPR Police, supervisors are responsible for investigating and assessing all threats or potential threats and acts of violence and taking timely and appropriate action.

The Employee Relations group within Human Resources and the CPR Police are responsible for providing guidance and advice to managers and supervisors in resolving violence-related complaints. CPR Police is responsible for ensuring workforce security.

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## Process and Application

Scope	This policy applies to all employees working for Canadian Pacific Railway.
Definition	A violent act is one which causes or is likely to cause physical harm to persons. For the purpose of this policy, a threat may include but is not limited to any act, gesture or statement that may reasonably be interpreted as potentially violent.
Potential Causes violence	<p>Some factors which may promote workplace violence include:</p> <ul style="list-style-type: none"><li>• ridicule of fellow employees by workmates</li><li>• conflicts between current employees/contractors</li><li>• disgruntled current or former employees</li><li>• intimidation</li><li>• verbal abuse</li><li>• sexual or racial harassment</li><li>• other forms of harassment and abuse of power</li><li>• domestic violence which spills over into the workplace</li><li>• substance abuse</li></ul>
Assessing the Risk	<p>When individuals engage in inappropriate behaviours, these situations should be reported, as tolerance may be perceived as permission to continue the inappropriate behaviour.</p> <p>Supervisors and the Employee Relations group within Human Resources can work with employees to resolve many conflicts. However, when it is evident that there is a potentially violent situation, CPR Police must be contacted.</p>

Note: If you are in immediate danger:

- Remain calm
- Move to safety
- Call 911
- Do not intervene
- Do not try to be a hero
- Report the incident to the CPR Police as soon as possible

## **Administration**

### **Response/ Interventions**

Acts or threats of violence are prohibited within the workplace or where the act has some relationship to the workplace.

When acts of violence or a potentially violent situation is reported, CPR Police will brief supervisors and ensure that appropriate action is taken. This may include disciplinary action up to discharge. Where a threat is evaluated as being non-criminal in nature, a record will be maintained of the incident. When the act is considered to be criminal in nature CPR Police will investigate the incident. Should criminal conduct be proven, offenders will be prosecuted.

Additional  
Information

For additional information, please contact:

CPR Police (24 hours) 1-800-551-2553 (Canada) 1-800-716-9132 (USA)	Employee Relations  403-319-7104 (Canada) 612-347-8179 (USA)	Employee and Family Assistance 1-800-735-0286 (Canada) 1-800-777-0618 (USA)
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"If you find that personal problems are having a negative impact on your life, help is available through your Employee and Family Assistance Program ( EFAP ). To contact the nearest EFAP Referral Agent in your area, please call 1-800-735-0286"

U.S. employees please contact US EAP program: 1-800-777-0618 or (847) 928-3250

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R.A. Shields  
Vice President  
Human Resources and Industrial Relations

Cross-reference:      Policy 1300 - Discrimination and Harassment  
                                 Policy 1500 - Employment Equity  
                                 Policy 1800 - Drug and Alcohol Abuse  
                                 Policy 2206 - Security Clearance Checks

**Employee Policy Manual**

**May 30, 2000**