



**The Gladstone Theatre**  
**Prevention of Workplace Violence Policy**

**Accepted September 17, 2021**

The management and board of The Gladstone Theatre are committed to the prevention of workplace violence. The Gladstone will take reasonable steps to protect our workers/ volunteers from workplace violence from all sources.

Workplace violence is defined in the Occupational Health and Safety Act as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker [subsection 1(1)].

This definition of workplace violence is broad enough to include acts that would constitute offences under [Canada's Criminal Code](#).

Violent behaviour in the workplace is unacceptable. This policy applies to workers, managers, directors, actors, visitors, audience members, clients, delivery persons, volunteers, etc. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

The Gladstone Theatre will ensure this policy is implemented and maintained. Incidents of violence must be recorded and documented, and the police called in any case of injury or threat.

Staff, volunteers, and renters will receive appropriate information and instruction on the contents of the policy through contracting documents and orientation.

All staff, volunteers, and renters are legally obliged to raise concerns about workplace violence, and to report any violent incidents or threats.

The Gladstone Theatre management and board of directors will investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible. All users of the theatre are expected to collaborate in maintaining a safe and violence-free environment.



**The Gladstone Theatre  
Incident/ Occurrence Report**

<b>Victim Name:</b>	
<b>Address:</b>	
<b>Phone Number &amp; email:</b>	
<b>Emergency contact name &amp; contact info:</b>	
<b>Name, position, &amp; contact info of person reporting:</b>	
<b>Date, time, place of incident/occurrence:</b>	
<b>Factual description of the incident/ occurrence and actions taken; include:</b>	
<ul style="list-style-type: none"> <li>● What happened? (eg injury, harassment, violence)</li> <li>● Was there a clear reason this happened? (eg broken equipment)</li> <li>● Who was involved? (Victim, Employee, Contractor, Volunteer)</li> <li>● Who witnessed it?</li> <li>● Contact information of the witness-witnesses</li> </ul>	
<b>Agencies involved (Emergency Services-Fire, Ambulance, Police):</b>	
<b>What actions were taken by emergency services?</b>	
<b>Name and contact information of the person the incident was reported to:</b>	
<b>Follow up Actions: (Describe steps taken and /or decisions made since Incident/ occurrence)</b>	
<b>Has the incident been resolved?    Yes/No</b>	
<b>If no, what is the next action to be taken, when, and by who?</b>	

**Victim Signature:**

**Date:**

**TGT Signature:  
Chair or Theatre Manager**

**Date:**