



## **WORKPLACE VIOLENCE AND PREVENTION POLICY CEE's ORGANIZATIONAL COMMITMENT**

CEE is committed to providing a working environment that is safe, secure, and free from physical violence, threats, harassment, intimidation or any other form of disruptive behaviour. We maintain a zero-tolerance approach to workplace violence. As such, the organization will not tolerate violent behaviour and take all reasonable and practical measures to protect anyone in CEE's workplace from violence.

This policy applies to all of CEE's employees, including full-time, temporary and contract staff, as well as volunteers, students, interns, apprentices and contractors. This policy applies to all persons at every level of our organization and to every aspect of the workplace environment, including events that occur outside of the physical workplace, such as during business trips and staff events, and where applicable, to digital work environments.

Violent behaviour in the workplace is unacceptable from anyone. Everyone is expected to uphold this policy and to work together to prevent workplace violence and respond to incidents that may occur.

CEE's management will investigate all reported incidents and complaints of workplace violence in a fair and timely manner, while respecting the privacy of all the investigating and all concerned parties.

**On an annual basis, this policy statement must be reviewed, dated and signed by CEE's Executive Director, all department heads and managers.**