

Adrenaline Adventure Park Workplace Violence Prevention Policy

This Policy applies to all employees of Adrenaline Adventure Park, while acting in a capacity defined by their relationship to the Paintball Park. This Policy addresses Workplace Violence from all sources such as employees, customers, and members of the public.

The management of Adrenaline Adventure Park recognizes the potential for workplace violence and other aggressive behavior directed at our employees. We will not tolerate behavior from anyone that intimidates, threatens, harasses, abuses, injures or otherwise victimizes our employees and will take whatever steps are appropriate to protect our employees from the potential hazards associated with Workplace violence.

Workplace Violence means:

- 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 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 a worker in a workplace.

Policy Statements:

1. Workplace Violence is prohibited at Adrenaline Paintball.
2. Workers are encouraged to report Workplace Violence. Managers and supervisors are responsible for responding to allegations of Workplace Violence in accordance with this Policy.
3. The Paintball Park will investigate all complaints or incidents of Workplace Violence as appropriate, in a fair, respectful and timely manner and in accordance with its policies and employee agreements.

4. Information provided about a complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.
5. Complaints or allegations of Workplace Violence should immediately be reported to a supervisor or a person in authority.
6. It is a breach of this Policy for any person to take reprisal against any individual because they have participated in a process under this Policy. A written allegation of reprisal will be treated as a complaint under this Policy.

2. Reporting Workplace Violence

A. How to report workplace violence

Workers can report incidents or complaints of workplace violence verbally or in writing. When submitting a written complaint, please use the workplace violence complaint form (see attached). When reporting verbally, the reporting contact, along with the worker complaining of violence, will fill out the complaint form.

The report of the incident should include the following information:

1. Name(s) of the worker who has allegedly experienced workplace violence and contact information
2. Name of the alleged person doing the violence(s), position and contact information (if known)
3. Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)
4. Details of what happened including date(s), frequency and location(s) of the alleged incident(s)
 1. Any supporting documents the worker who complains of violence may have in his/her possession that are relevant to the complaint.
 2. List any documents a witness, another person or the alleged violence person may have in their possession that are relevant to the complaint.

B. Who to report workplace violence to

An incident or a complaint of workplace violence should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a timely manner.

Report a workplace violence incident or complaint to Marg Tuffin 6425 Riverside Drive, Melbourne. NOL1T0. If the worker's supervisor or reporting contact is the person engaging in the workplace violence, contact Greg Muscutt 58 Middlemiss Ave. Melbourne NOL1T0.

Human Resources or an owner shall be notified of the workplace violence incident or complaint so that they can ensure an investigation is conducted that is appropriate in the circumstances. If the incident or complaint involves the owner, senior executive or the daily manager, an external person qualified to conduct a workplace violence investigation who has knowledge of the relevant workplace violence laws will be retained to conduct the investigation.

All incidents or complaints of workplace violence shall be kept confidential except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

3. Investigation

A. Commitment to investigate

Adrenaline Adventure Park will ensure that an investigation appropriate in the circumstances is conducted when the employer, human resources, a manager or supervisor becomes aware of an incident of workplace violence or receives a complaint of workplace violence.

B. Who will investigate?

The Operations Manager will determine who will conduct the investigation into the incident or complaint of workplace violence. If the allegations of workplace violence involve The Operations Manager or owners, Adrenaline Adventure Park will refer the investigation to an external investigator to conduct an impartial investigation.

C. Timing of the investigation

The investigation must be completed in a timely manner and generally within 90 days or less unless there are extenuating circumstances (i.e. illness, complex investigation) warranting a longer investigation.

D. Investigation process

The person conducting the investigation whether internal or external to the workplace will, at minimum, complete the following:

1. The investigator must ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.
2. The investigator must thoroughly interview the worker who allegedly experienced the workplace violence and the alleged offender(s), if the alleged offender is a worker of the employer. If the alleged offender is not a worker, the investigator should make reasonable efforts to interview the alleged violence offender.
3. The alleged violence offender(s) must be given the opportunity to respond to the specific allegations raised by the worker. In some circumstances, the worker who allegedly experienced the workplace violence should be given a reasonable opportunity to reply.
4. The investigator must interview any relevant witnesses employed by the employer who may be identified by either the worker who allegedly experienced the workplace violence, the alleged offender(s) or as necessary to conduct a thorough investigation. The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the employer if there are any identified.
5. The investigator must collect and review any relevant documents.
6. The investigator must take appropriate notes and statements during interviews with the worker who allegedly experienced workplace violence, the alleged offender and any witnesses.
7. The investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the worker who allegedly experienced the workplace violence, the response from the alleged offender, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and come to a conclusion about whether workplace violence was found or not.

E. Results of the Investigation

Within 10 days of the investigation being completed, the worker who allegedly experienced the workplace violence and the alleged offender, if he or she is a worker of the employer, will be informed in writing of the results of the investigation and any corrective action taken or that will be taken by the employer to address workplace violence.

F. Confidentiality

Information about complaints and incidents shall be kept confidential to the extent possible. Information obtained about an incident or complaint of workplace violence, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

While the investigation is on-going, the worker who has allegedly experienced violence, the alleged offender(s) and any witnesses should not discuss the incident or complaint or the investigation with each other or other workers or witnesses unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

All records of the investigation will be kept confidential.

G. Handling complaints

The complaint will be addressed with the complainant within 3 days of the reporting. The complainant to be updated weekly until the matter is resolved. If the complaint has found to be true the discipline will range from a first and final warning to immediate dismissal based on the incidence.

4. Record keeping

The employer (human resources or designated person) will keep records of the investigation including:

1. a copy of the complaint or details about the incident;
2. a record of the investigation including notes;
3. a copy of the investigation report (if any);
4. a summary of the results of the investigation that was provided to the worker who allegedly experienced the workplace violence and the alleged offender, if a worker of the employer;
5. a copy of any corrective action taken to address the complaint or incident of workplace violence.

All records of the investigation will be kept confidential. The investigation documents, including this report should not be disclosed unless necessary to investigate an incident or complaint of workplace violence, take corrective action or otherwise as required by law.

Records will be kept for: 3 years

Date created: April 1, 2018

Annual review date: May 30, 2021

To report Workplace Violence see the [Workplace Violence Reporting Form](#)
For further reference see the [Workplace Violence Prevention Program](#)