

## Purpose

To provide a clear outline of how Electrical Group Training (EGT) will manage violent behaviour in the work place.

## Scope

EGT does not condone violent behaviour in the workplace, under any circumstances. This policy applies to EGT Apprentices.

## Definitions

Violent behaviour is defined as:

Threatening Behaviour: such as shaking fists, destroying property or throwing objects.

Verbal or Written Threats: any expression of intent to inflict harm.

Harassment: any behaviour that demeans, embarrasses, humiliates annoys, alarms or verbally abuses a person and that's known or would expect to be unwelcome, This includes words, gestures, intimidation, bullying, or other inappropriate activities.

Verbal Abuse: swearing, insults, or condescending language.

Physical Attacks: hitting, shoving, pushing, and kicking.

## Violent Behaviour Policy

All incidents will be investigated and managed to prevent future recurrences.

## Procedures

1. Violent behaviour will be managed in accordance with the procedures outlined in the Apprentice Disciplinary Policy.

2. Where an instance of violent behaviour has occurred, the apprentice is to file a complaint to the General Manager EGT.

3. The apprentice may be suspended from duties while the matter is investigated, depending on the severity of the behaviour involved.

4. Apprentice suspensions will be in accordance with Apprenticeship Office guidelines.

5. The General Manager EGT will investigate (jointly as applicable) the incident.

6. The apprentice will be informed of the outcome of the investigation in a meeting with the General Manager EGT.

7. Possible action taken by EGT as a result of the investigation includes the following:

a) Should the apprentice have threatened violence, the action taken will depend on the nature of the threat and may result in a written warning or dismissal.

b) Should an apprentice physically assault another person, e.g. a host employer, another apprentice or an EGT staff member, they may be dismissed immediately.

c) Where applicable, an apprentice may choose to press charges through the WA Police Service.

8. Where the matter relates to an apprentice, the Field Officers and staff who have contact with the apprentice will be informed of the nature of the incident and the outcome of the investigation.

## Reference Documents

- Apprentice Disciplinary Policy
- Electrical, Electronic and Communications Contracting Award 2020