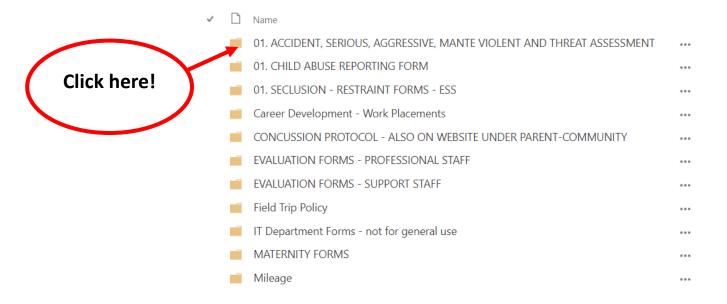
Filling out a violent incident: If you feel you are involved in, or witness to, a violent incident in your workplace – here are the steps you should take to report the incident.

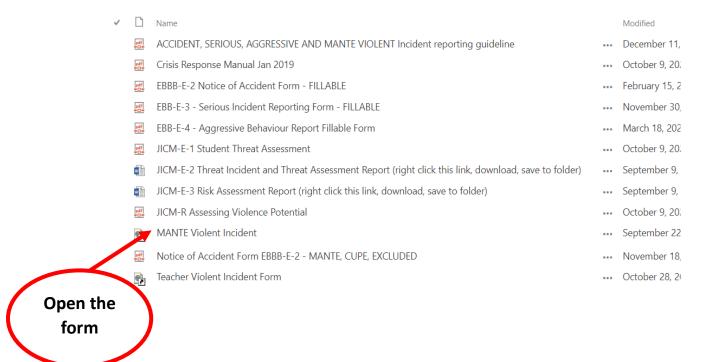
Violence is "the attempted or actual exercise of physical force against a person; and any threatening statement or behaviour that gives a person reasonable cause to believe that a physical force will be used against the person."



Forms



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Report Submitted By Name: First Name & Last Name Incident Description INSTRUCTIONS Following a violent incident, the employee is to complete and submit the form below. Copies of the completed form will be immediately forwarded to the following parties: Human Resources Department MANTE President: Jennifer Monaster Superintendent's Department: Jenness Moffatt Your School Administrator Upon receiving your form submission, your school administrator is expected to advise you of the actions taken within 10 days.

Here it is. Fill out online and submit.