



## **Workplace Violence Policy**

Revised: August 29, 2016, October 20, 2016, March 16, 2017

Reference: Occupational Health and Safety Act,

Approved by Board of Directors: October 25, 2016

### **Policy Statement**

At Orde Day Care, the health and safety of our employees is paramount. Priority is given to protecting our employees and our visitors from violence and/or intimidating behaviours. Such conduct interferes with everyone's ability to perform their job and is not in keeping with the Centre's philosophy of trust and mutual respect.

By working together, and giving the utmost attention to the safety and well-being of each other, we will meet our shared objective of a healthier and safer working environment for all.

Orde Day Care employees, client's, parents and Board are entitled to have a work environment free from violence and intimidating behaviours as prescribed by the *Occupational Health and Safety Act*. This policy applies to all staff, students and volunteers of Orde Day Care while in the workplace, during work related field trips or travel, or during any work-related and/or social functions.

Employees are expected to assist Orde Day Care in its attempts to prevent and eliminate violence in the workplace. Orde Day Care will treat any form of violence that occurs in the workplace seriously regardless of the alleged perpetrator's position.

Nothing in this policy limits an individual's right to file a complaint with the Ministry of Labour should they feel the situation warrants such action.

### **Definition**

The *Occupational Health and Safety Act* defines workplace violence 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 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.

### **Examples of Violence in the Workplace include:**

- Verbally threatening to attack a worker
- Leaving threatening notes at or sending threatening emails to a workplace
- Shaking a fist at a worker's face
- Wielding a weapon at work
- Hitting or trying to hit a worker
- Throwing an object at a worker



- Sexual violence against a worker
- Kicking an object, the worker is standing on such as a ladder
- Trying to run down a worker using a vehicle or equipment
- Becoming injured when intervening between to non-workers (family members)

The definition of workplace violence is broad enough to include acts that would constitute offences under Canada's Criminal Code.

### **Forms of Workplace Violence**

1. Violence by Strangers
  - a. Usually enters the place of work on the pretense of being a customer.
  - b. Normally commits robbery or another violent act.
2. Violence by Customers/Clients/Family members
  - a. May be an expected or unexpected situation.
3. Violence by Co-workers
  - a. Could include; current employee and manager, former employee and manager, and outside the workplace.
4. Violence by Personal Relations
  - a. This includes spouse, partner, relative, or friend and usually occurs when a personal dispute occurs with the worker and enters the workplace to harass, threaten, injure, or kill the employee.

### **Behaviours Constituting Workplace Violence**

Such threats or acts include, but are not limited to:

- Harming or threatening to harm any employee or guest;
- Damaging or threatening to damage property or the property of any employee or guest;
- Possessing a dangerous weapon or fire device on property without prior authorization;
- Engaging in stalking behaviour of any employee;

### **Responsibilities of Board Members, Executive Directors and Supervisors**

- Assess risks of violence at Orde Day Care;
- Promote a non-violent workplace;
- Provide employees with information and instruction regarding the workplace policy and program with respect to workplace violence including appropriate steps to be taken and investigation procedures;
- Take every reasonable precaution for the protection of the worker;
- Inform employees of potential risk situations;
- Ensure employees understand who to contact regarding concerns about the policy or when to report an incident;
- Model behaviour, which helps support a positive work environment;
- Ensure the workplace is free from violence;
- Respond to complaints brought to their attention.
- Respect the confidentiality and sensitivity of such issues;
- Respect work refusals if workplace violence is likely to endanger worker;
- Document all information and investigation results;



- Request an investigation into allegations of violent situations;
- If witnessing elements of a corruptive or destructive work environment, take action;
- If an employee is physically hurt due to workplace violence contact the Ministry of Labour.

### **Responsibilities of Employees**

- Compliance with this policy is the responsibility of all employees;
- Employees must avoid any behaviour or conduct that could reasonably be interpreted as a violation of this policy;
- Employees must maintain a work environment free from violence, and/or intimidation;
- Call 911 if the situation warrants it and you find a peer or yourself in immediate danger;
- Employees have a duty to disclose potentially dangerous situations to supervisors.

### **Process for Making Violence-Related Complaints**

If employees have witnessed or experienced conduct which they believe to be inconsistent with this policy, they have a responsibility to:

- Call 911 if the situation warrants it and you find a peer or yourself in immediate danger.
- Make the behaviour/actions known to your Supervisor or the Executive Director immediately.
- A written record of the action/behaviour should be provided to Executive Director including the dates, times, nature of the action/behaviour, and witnesses (if any).

### **Removal of a Person from the Workplace**

Any person who makes substantial threats, exhibits threatening behaviour, or engages in violent acts against employees, visitors, guests, or other individuals while on Orde Day Care's property shall be removed from the premises as quickly and as safely as possible, and shall remain off the premises pending the outcome of an investigation.

Employees are not to remove individuals from the premises. **Assistance must be requested from the Police.**

### **Investigation Process**

- All complaints will be investigated promptly.
- All those directly involved and witnesses will be spoken with.
- Notes/statements will be prepared during each interview, reviewed by the person(s) being interviewed and signed for accuracy.
- Records or other documents relevant to the incident being investigated will be reviewed. (this may include safety reports, incident reports, work schedules, suspension forms, injury reports, complaints and observation notes and may involve taking pictures of the scene)
- Relevant collective agreement of employment contract language or organizational policies/ procedures will be reviewed
- Depending on the scope of the investigation, employees may need to seek the assistance of the Executive Director and Board of Directors.
- A final summary/report of the investigation will be prepared.



**Corrective Action**

Any employee found to have engaged in conduct that violates this policy will be subject to discipline, up to and including termination of employment.

Allegations of acts of violence are very serious, frivolous complaints found to have been made for improper purposes will result in disciplinary action being taken against the accuser.

**Confidentiality**

Employees should feel secure in knowing that their concerns will be handled discreetly and sensitively.

As such, employee issues will usually remain between the employee, and their Supervisor. On occasion, however, an investigation may require consulting with another employee, Supervisor, Executive Director, the Board and Health and Safety Representative in order to ensure an appropriate resolution. In such cases, the employee will be consulted prior to involving others.

**Reprisals**

This policy strictly prohibits reprisals against an employee because s/he has brought forward a concern or has provided information regarding a concern under this policy. Any employee who commits or threatens reprisal against another employee for following this, or any of the Centre’s policies in good faith, may be subject to discipline, up to and including dismissal for cause.

Staff Name:	Supervisor Name:
Staff Signature	Supervisor Signature:
Date:	Date: