

Policy Type: **EXECUTIVE LIMITATIONS**

Policy Title: **Preventing and Responding to
Workplace Violence and
Harassment**



Policy Statement

The Board is committed to providing a work environment in which all members are treated with dignity and respect. Preventing workplace violence and harassment and addressing allegations of violence or harassment in a timely and impartial manner are essential to maintaining a safe, healthy and respectful workplace. The Board will not condone any incidents of workplace violence or harassment and endeavours to respond to allegations of violence and harassment effectively, and to ensure the implementation of appropriate processes and procedures to support a safe workplace. The Board recognizes that unwanted behaviours in the workplace must be addressed early to reduce the impact on members and the organization, and to minimize the potential for workplace harassment to lead to workplace violence.

Policy Application

The Chief of Police shall ensure that all provisions of the *Occupational Health and Safety Act* are adhered to, and shall further:

1. Take all reasonable steps to protect members from workplace harassment or violence.
2. Develop and implement a written workplace violence and harassment directive and review the directive annually.
3. Ensure that the directive is communicated and posted appropriately and that the members of the Service are educated with respect to the directive.
4. Ensure that a workplace violence risk assessment is undertaken and consider the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.
5. Ensure that the results of the workplace violence risk assessment are provided to the Joint Occupational Health and Safety Committee.

6. Reassess the risks of workplace violence as often as is necessary, but at least annually, to ensure that the related policy and program continue to protect workers from workplace violence.
7. Develop and maintain, in consultation with the joint Occupational Health and Safety Committee, a written program to implement the directive with respect to workplace violence and workplace harassment as prescribed by the *Occupational Health and Safety Act*.
 - a) With respect to addressing workplace violence, the program shall:
 - i. include measures and procedures to control the risks identified in the assessment of workplace violence likely to expose a worker to physical injury;
 - ii. include measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur;
 - iii. include measures and procedures for workers to report incidents of workplace violence to the employer or supervisor;
 - iv. set out how the employer will investigate and deal with incidents or complaints of workplace violence; and
 - v. ensure that the right to refuse work is subject to Section 43(1) and 43(2)(a) of the *Occupational Health and Safety Act*, which stipulates that anyone employed in a police service cannot assert the right to refuse to work when the particular job or task is inherent in the employee's work; is a normal condition of the member's employment; or when a refusal to work would directly endanger the life, health or safety of another person; and,
 - vi. include any other requirements prescribed by law.
 - b) With respect to addressing workplace harassment, the program shall:
 - i. include measures and procedures for workers to report incidents of workplace harassment to the employer or supervisor;
 - ii. include measures and procedures for workers to report incidents of workplace harassment to a person other than the employer or supervisor, if the employer or supervisor is the alleged harasser;
 - iii. set out how incidents or complaints of workplace harassment will be investigated and dealt with;
 - iv. set out how information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law or a lawful agreement with an Association representing members;
 - v. set out how a worker who has allegedly experienced workplace harassment and the alleged harasser, if he or she is a worker of the employer, will be informed of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation; and,

- vi. include any other requirements prescribed by law.
8. Review the program as often as necessary, but at least annually, to ensure it adequately addresses this policy.
9. Appoint a workplace co-ordinator with respect to issues related to workplace violence and harassment.
10. Ensure that retaliation or reprisal for allegations of harassment made in good faith will not be tolerated.

The Chief of Police shall further:

11. Ensure that measures are in place to address the risk of domestic violence in the workplace.
12. Take every precaution reasonable in the circumstances for the protection of a member if a person in authority becomes aware or ought reasonably to be aware of domestic violence that would likely expose a worker to physical injury that may occur in the workplace. If the circumstances require the disclosure of personal information, the Chief shall ensure that no person in authority discloses more personal information than is reasonably necessary to protect the member from physical injury, and any disclosure of personal information shall be in compliance with the provisions of the *Community Safety and Policing Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

Reporting

1. The Chief of Police shall advise the Board, at the conclusion of an investigation into a workplace harassment or workplace violence complaint, of the results of the investigation and any remedial actions taken or expected to be taken, including any disciplinary action.
2. On an annual basis, the Chief shall make a written report to the Board. The report shall include the following information:
 - i. A summary of the processes in place to demonstrate compliance with this policy;
 - ii. the number of workplace violence and harassment complaints filed and the disposition of such complaints.
3. A complaint of workplace harassment or violence against the Chief of Police or a Deputy Chief of Police shall be provided to the Police Services Board.