



WORKPLACE VIOLENCE POLICY

At Royal City Cooperative Preschool, 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.

RCCP's employees, clients, 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 employees and members of RCCP while in the workplace, during work-related field trips or during any work-related social functions.

Employees and members of RCCP are expected to assist the school in its attempts to prevent and eliminate violence in the workplace. RCCP will treat any form of violence that occurs in the workplace seriously irrespective 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 *Occupation Health and Safety Act* defines workplace violence as:

- the exercise of, or attempt to exercise physical force by a person against a worker, in a workplace, that causes or could cause physical injury to a 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

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 an employee or guest
- possessing a dangerous weapon or incendiary device on property without prior authorization
- engaging in stalking behaviour of any employee

Responsibilities of Board Members and Supervisors

- assess risks of violence at Royal City Cooperative Preschool
- promote a non-violence 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 reasonable precautions for the protection of the worker
- inform employees of potential risk situations

- ensure the workplace is free from violence
- respond to complaints brought to their attention
- respect the confidentiality and sensitivity of such issues
- document all information and investigation results
- request an investigation into allegations of violent situations be conducted
- if witnessing elements of a poisoned work environment, take action

Responsibility 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

Process for Making Violence-Related Complaints

If employees have witnessed or experience 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 and President of the Board of Directors immediately
- a written record of the actions/behaviours should be provided by the President 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 RCCP's property shall be removed from the premises as quickly as safety permits 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 must 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 will be reviewed
- relevant collective agreement or employment contract language or organizational policies/procedures will be reviewed
- 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. Because allegations of acts of violence are very serious, frivolous complaints found to have been made for improper purposes will result in disciplinary action taken against the complainant.

Confidentiality

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

As such, employee issues will usually remain between the employee and their Supervisor. On occasion, however, an investigation may require consultation with another employee, Supervisor, or member(s) of the Board of Directors, 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 to commit reprisals against another employee for following this, or any of the preschool's policies in good faith, may be subject to discipline, up to and including dismissal for cause.