



Policy and Procedure Manual

Manual	5.0 Operational Policies and Procedures
Policy Section	5.4 Health and Safety
Policy Number and Title	5.4.12 Workplace Violence and Harassment Prevention and Response
Refer to OCA Standards	•
Related Legislation	<ul style="list-style-type: none"> • Occupational Health and Safety Act (OHSa) • Bill 132 + 168
Other Resources and Policies	<ul style="list-style-type: none"> • www.ontario.ca/page/understand-law-workplace-violence-and-harassment
Related Forms (for specific documentation requirements)	<ul style="list-style-type: none"> • Workplace Incident Checklist • Workplace Incident Report
Approvals	•
Date First Issued	• July 2017
Date(s) Revised	•
To be reviewed	• At least every 3 years
Policy Owner	• Board

PURPOSE

Silver Lake Mennonite Camp (SLMC) is committed to providing a work environment in which all individuals (staff and volunteers) are treated with respect and dignity.

This Workplace Violence and Harassment Policy is intended to strengthen protections for employees, volunteers and members from workplace violence and workplace harassment, to ensure all employees, volunteers and members understand the meaning of workplace violence and harassment, and provide a means to summon assistance, make complaints and outline SLMC's procedures for investigating and dealing with allegations of harassment and/or violence in the workplace

DEFINITIONS

Workplace: SLMC buildings (whether owned or leased), including the surrounding perimeter such as any parking lots or driveways that are under the control of SLMC; Off-site locations where SLMC employees or volunteers are performing work; Locations where SLMC-sponsored functions or recreational or social events occur, whether taking place on SLMC grounds or elsewhere; and locations where SLMC employees and volunteers travel for SLMC business.

Workplace Violence: The exercise of physical force by a person against an employee or volunteer, in a workplace, that could cause physical injury to the employee or volunteer; An attempt to exercise physical force against an employee or volunteer, in a workplace, that could cause physical injury to the employee or volunteer; or A statement or behaviour that it is reasonable for an employee or volunteer to interpret as a threat to exercise physical force against the employee or volunteer, in a workplace, that could cause physical injury to the employee or volunteer.



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Workplace Harassment: Engaging in a course of vexatious comment or conduct against an employee or volunteer in a workplace that is known or ought reasonably to be known to be unwelcome.

Workplace harassment may include bullying, intimidating, embarrassing, insulting, demeaning or otherwise offensive behaviour, including offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls or other inappropriate conduct that is known or ought reasonably to be known to be unwelcome. Workplace harassment includes, but is not limited to, harassment because of race, ancestry, place of origin, colour, ethnic origin, sex, citizenship, creed, age, record of offences, marital status, family status or disability.

Workplace harassment does not include the exercise of reasonable performance management or progressive discipline. This Policy does not limit or constrain the reasonable exercise of management functions in the workplace such as progressive discipline.

Sexual Harassment: Sexual harassment, like other forms of harassment, occurs when a behaviour of a sexual nature is known or ought reasonably to be known to be unwelcome. It therefore can include unwanted sexual advances; requests for sexual favours or offers for actual or promised job benefits; implied or expressed threats or reprisal in the form of either actual reprisal or denial of opportunity to comply with a sexually-oriented request; inappropriate use of sexual language; inappropriate references to male or female anatomy; inappropriate written or verbal references to sexual conduct; repeated unwelcome requests for dates; unwanted or inappropriate touching, lewd gestures, inappropriate staring, leering, or whistling; inquiries or comments about another's sex life; assault or coerced sexual activity; displaying offensive or sexually aggressive objects, pictures (for example, pinups), cartoons; telling sexual jokes in the work environment; and inappropriate gender-related comments about an individual's physical characteristics or mannerisms.

Sexual harassment further can include jokes, offensive literature or inappropriate screen savers, posters, cartoons, drawings, email messages, graffiti and any other visual materials, derogatory comments or other activities based on sexual characteristics that create an intimidating, hostile or offensive atmosphere.

POLICY

SLMC is committed to providing a safe and healthy work environment, free from violence, threats of violence, discrimination, harassment, sexual harassment, intimidation, and any other misconduct. Similarly, weapons are strictly prohibited from the camp; violators will be subject to disciplinary action, and the incident will be reported to the police.

It is also a violation of this policy for anyone to knowingly make a false complaint of violence or harassment or to provide false information about a complaint. Individuals who violate this policy are subject to disciplinary and corrective action, up to and including termination of employment.

This policy prohibits reprisals against individuals acting in good faith who report incidents of workplace violence or act as witnesses. The leadership team will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.



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SLMC will ensure that all employees are trained and educated on violence and harassment and that they are clear about their roles and responsibilities, as well as this policy, the corresponding program, and all workplace procedures. In addition, a copy of this policy will be made available to all employees. SLMC has developed a written program to implement this policy.

SLMC recognizes the potential for violence in the workplace and therefore will make every reasonable effort to identify all potential sources of violence in order to eliminate and/or minimize these risks.

SLMC refuses to tolerate any type of discrimination, harassment or workplace violence of an intentional, overt, or systematic nature, within the workplace or at work related activities.

All directors, managers, supervisors, and staff are responsible for following safe work practices and the policy and the procedures outlined in the Workplace Violence Prevention Program.

Staff are responsible for promptly reporting to their direct supervisor any incidence of workplace violence incurred or witnessed.

Supervisors are responsible for promptly responding to and investigating allegations of workplace violence in accordance with this policy.

PROCEDURE

1. VIOLENCE RISK ASSESSMENT

SLMC will assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work. SLMC will engage in re-assessments as often as are necessary. Measures and procedures to control these risks will be included in the workplace violence program.

2. DOMESTIC VIOLENCE

If SLMC becomes aware that domestic violence may occur in the workplace, SLMC will take every precaution reasonable in the circumstances to protect an employee or volunteer at risk of physical injury. If an employee or volunteer becomes aware of a situation of domestic violence that may cause violence in the workplace (whether involving him/her self or another employee or volunteer), the employee or volunteer is expected to report the situation to a member of the Directing team as soon as possible so appropriate action can be taken.

3. WORK REFUSAL

Employees and volunteers have the right to refuse work if they have a reason to believe that workplace violence is likely to endanger himself or herself. An employee or volunteer engaging in a work refusal is required to promptly report the circumstances of the refusal to a member of the Directing Team. The employee or volunteer is required to remain at work in a safe location while an investigation is undertaken and remain available to SLMC for the purposes of the investigation. If the employee or volunteer is not satisfied with the result of the investigation, he/she can bring the matter forward to the Ministry of Labour in accordance with the requirements under the Occupational Health and Safety Act.



4. ROLES AND RESPONSIBILITIES

Employees and Volunteers:

It is the responsibility of every employee and volunteer to: observe and adhere to this Policy by treating all co-workers with dignity and respect, free from harassment or violence;

- in the case of an imminent threat of physical harm to themselves or any person from workplace violence, immediately move to a safe location and contact the police;
- participate in training regarding this Policy;
- file a report with a member of the Directing Team as soon as possible if he/she is subjected to or witness's harassment or violence in the workplace; and
- fully cooperate in any investigation of complaints or incidents of workplace violence or harassment, or any alleged breaches of this Policy.

Assistant Directors:

Have the same responsibilities as employees and volunteers, and as well are expected to:

- be trained in advance on responding to disclosures of workplace violence, harassment, and sexual harassment/violence;
- communicate and review this Policy with the staff and volunteers;
- advise an employee or volunteer of information related to a risk of workplace violence from a person with a documented history of violent behaviour if the employee or volunteer can be expected to encounter that person in the course of his or her work, and the risk of workplace violence is likely to expose the employee or volunteer to physical injury;
- take a report of workplace violence or harassment seriously; and
- report incidents to the Executive Director immediately for further action and/or investigation, unless the incident involves the Executive Director in which case the incident should be reported to the Chair of the Board of Directors.

Executive Director:

The Executive Director must:

- take measures and procedures to control the risks of workplace violence identified in SLMC's risk assessment as likely to expose an employee or volunteer to physical injury;
- ensure that a workplace violence risk assessment is conducted as often as is reasonably necessary as set out in this Policy;
- be trained in advance on responding to disclosures of workplace violence, harassment, and sexual harassment/violence;
- develop measures and procedures for summoning immediate assistance when an incident of workplace violence occurs or is likely to occur;
- ensure that employees and volunteers are trained in this Policy;
- post this Policy in a conspicuous place in the workplace; and
- deal with all concerns, complaints, or incidents of workplace violence or harassment in a timely and fair manner while respecting employees' privacy, to the extent possible given



the need to investigate and deal with incidents and complaints of workplace violence or harassment.

5. COMPLAINT PROCEDURE

Employees and Volunteers are encouraged to report any incidents of workplace violence or harassment. Employees and volunteers should always contact police first in emergency situations, if threats or actual violence occurs at the workplace. In cases of non-emergencies, or once the emergency is under control:

- Employees and volunteers are encouraged to report situations of workplace violence and harassment in a timely manner whether they have been subjected to such behaviour or whether they observe or know of a fellow employee or volunteer or group of employees or volunteers who have engaged in or been subjected to workplace violence or harassment.
- Where appropriate and safe, employees or volunteers who feel they have been subjected to harassment are encouraged to make their objections known to the offender, as this may stop the offending behaviour. If the employee feels it is not appropriate or that it is unsafe to raise the problem with the offender or if the offensive conduct continues, the employee should report the conduct to a member of the Directing Team
- SLMC will take all complaints of workplace violence or harassment seriously, and will investigate and deal with complaints in a fair and thorough manner.
- Confidentiality will be maintained to the extent possible given the need to conduct a fair and thorough investigation and the obligation to disclose information as may be required by law. The respondent to a complaint will be apprised of the nature of the allegations, which may require the disclosure of witness names and statements, and informed of the steps in the investigation process including the opportunity to provide a response to the allegations.
- All employees and volunteers must cooperate fully in any investigation conducted on behalf of SLMC to determine whether a violation of this Policy has occurred.
- If it is determined that an individual has violated this Policy, including retaliation, SLMC will act promptly to eliminate such conduct and will take appropriate action as set out below.

6. NO REPRISAL

Workplace violence and harassment are serious matters. This Policy prohibits reprisals against employees and volunteers who have made good faith complaints or provided information to SLMC in good faith regarding a complaint or incident of workplace violence or harassment. Employees or volunteers who engage in reprisals or threats of reprisals will be considered in violation of this Policy.



A Reprisal includes:

- Any act of retaliation or negative consequence that occurs because a person has complained of or provided information about a possible incident of workplace violence or harassment in good faith;
- Intentionally pressuring a person to ignore or not report a possible incident of workplace violence or harassment; and/or
- Intentionally pressuring a person to misrepresent the truth or provide less than full cooperation with an investigation of a complaint or possible incident of workplace violence or harassment.

An employee or volunteer who makes a false complaint or provides false information in the course of an investigation will be in violation of this Policy.

7. ENFORCEMENT

Violence and harassment in the workplace is disruptive, hurtful and can create a poisoned, hostile or dangerous work environment. Everyone in the workplace must be dedicated to preventing workplace violence and harassment. Members of the Directing team and employees are expected to uphold this Policy, and will be held accountable. Where SLMC concludes that a violation of this Policy has occurred, SLMC may, where it deems appropriate, take any, some, or all of the following actions:

- Remove the perpetrator from the workplace, through the use of security or the police if necessary;
- Report the conduct of the perpetrator to the police;
- Prohibit the perpetrator from attending at any SLMC workplace(s) in the future, either for a certain period of time or indefinitely;
- Where the perpetrator is not an SLMC employee or volunteer, report the conduct to the perpetrator's employer or elsewhere as appropriate;
- Where the perpetrator is an SLMC employee or volunteer:
 - report the conduct of the perpetrator to a member of the Directing Team;
 - require the perpetrator to attend counselling or training; and/or
 - discipline the perpetrator, including a demotion, transfer, change in reporting relationships or termination from SLMC; and/or
 - Take any other action appropriate in the circumstances.