

 Rainy River District Social Services Administration Board	<b>SECTION:</b> Human Resources
	<b>POLICY TITLE:</b> Prevention of Violence in the Workplace
<b>ORIGINAL DATE:</b> May 20, 2010	<b>POLICY AREA:</b> Employee Relations
<b>REVISION DATE:</b> December 17, 2015	<b>POLICY NO:</b> HR-3.9
<b>NEXT REVIEW DATE:</b> December, 2019	<b>APPROVED BY:</b> Board Res. #100/15

## Policy

The Rainy River District Social Services Administration Board (RRDSSAB) is committed to the prevention of workplace violence for their employees, students, volunteers and Board members. This policy defines behaviour that constitutes workplace violence and procedures for reporting and resolving incidents of workplace violence. The RRDSSAB will make every reasonable effort to identify potential sources of violence in order to eliminate and or minimize these risks. All reports of violent incidents within the workplace or at work related activities will be taken seriously and dealt with appropriately.

## Definitions

**"workplace violence"** means:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- c) a statement or behaviour that it 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.

**"activities"** means this policy applies to work-related activities or events that occur outside of normal business hours or off business premises and includes, but is not limited to: the actual work site (the office), outside the office, at office-related social and training functions, at work assignments outside the office, in work-related conferences or training sessions and during work-related travel.

## Responsibilities - RRDSSAB

The RRDSSAB is responsible for:

- a) discouraging and preventing workplace violence; this is a continuing responsibility, whether or not formal written complaints of workplace violence have been brought to the attention of the RRDSSAB;
- b) assessing the risks of workplace violence;
- c) investigating every complaint of workplace violence;
- d) imposing disciplinary measures (up to and including dismissal) consistent with the offence, when a complaint of workplace violence is found to have been substantiated, regardless of the seniority of the offender;
- e) regularly reviewing the procedures of this policy to ensure that they adequately meet the policy objectives;
- f) post this policy in a conspicuous location in the workplace;
- g) maintaining records as required by this policy; and
- h) ensuring all employees are aware of the problem of workplace violence and the existence of the procedures available under this policy.

## Responsibilities – All Staff

All who are involved in the activities of the RRDSSAB are responsible for being aware of potential situations of workplace violence, and for taking steps to avoid the occurrence of workplace violence.

## **Procedures**

### **1. Reporting and Investigation**

- a) When an incident of violence occurs, the employee who experienced or witnessed the violence must immediately advise the Chief Administrative Officer (CAO) or designate.
- b) If there is an injury, the CAO, designate or staff member will summon assistance in the form of medical and police assistance, as necessary.

- c) The CAO or designate will take any steps necessary to stop the workplace violence from reoccurring, pending an investigation.
- d) The CAO or designate will assign Human Resources (HR) and an appropriate Supervisor/Manager to investigate and prepare a report on the violence, including recommendations.
- e) Employees do not risk reprisal for good faith reporting workplace violence or risk of violence.
- f) Any employee found to be in violation of this policy, in the perpetration of violence or in the failure to report it, shall be subject to disciplinary measures, up to and including dismissal.

## **2. Response Procedures**

- a) The CAO will document all reports of workplace violence and measures taken to address them.
- b) HR and the Supervisor/Manager, assigned by the CAO, will investigate the report of violence. HR and the Supervisor will prepare a written report to document the investigation, and ensure communication of potentially dangerous situations associated with a report to all staff potentially affected by the reported situation. The CAO or designate are responsible to inform the employee initiating the report of the outcome of the investigation.
- c) The CAO will review all reports of workplace violence and ensure appropriate actions have been taken, including a summary of incidents to the RRDSSAB directors, as required.
- d) HR will monitor trends and will make recommendations for prevention and enhancements to this policy and to practices.



Rainy River District  
Social Services  
Administration Board

## Commitment to the Prevention of Violence in the Workplace

I, \_\_\_\_\_, hereby acknowledge receipt of a copy of the RRDSSABs "Prevention of Violence in the Workplace Policy".

I further acknowledge that I have read the policy and have received an orientation to this policy. Having read the policy, I am familiar with the internal complaint resolution process established by RRDSSAB and hereby declare my understanding of it.

As a(n) \_\_\_\_\_ (i.e. staff person, volunteer, student, Board Member) of RRDSSAB, I also agree with the intent to provide a workplace that is free from violence, one which provides a cooperative, respectful, safe and professional work environment for all RRDSSAB staff, volunteers, students and Board Members.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Policy and Orientation provided by: \_\_\_\_\_

Date: \_\_\_\_\_