

Workplace Violence Policy

OVERVIEW

Section	Organizational
Area	Employee Health and Safety
Title	Workplace Violence

POLICY STATEMENT

The management of Circle of Care is committed to the prevention of workplace violence and to a violence free workplace.

Management also recognizes the potential for violent acts or threats directed at our employees and volunteers by our clients and the public. Any act of violence committed by or against anyone is unacceptable conduct that will not be tolerated.

Every effort has been made to identify possible sources of violence and to implement procedures to control the risks. There are four classifications of workplace violence:

- 1) Criminal Intent: Where the perpetrator has no relationship to the workplace.
- 2) Client: Where the perpetrator is a client, visitor, or family member of a client at the workplace who becomes violent toward an employee, volunteer or another client.
- 3) Worker to Worker: Where the perpetrator is an employee, volunteer or past employee of the workplace.
- 4) Personal Relationship: Where the perpetrator has a personal relationship with an employee or volunteer.

This policy applies to all activities that take place while an employee or volunteer is carrying out business for Circle of Care whether or not the business takes place on properties owned or managed by Circle of Care.

Circle of Care as the employer, will ensure that this policy is maintained and that all employees and volunteers have the appropriate information and instruction to protect them from violence in the workplace.

No employee, volunteer, or any other individual associated with Circle of Care shall subject any other person to workplace violence or allow or create situations that allow workplace violence to occur. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

Management confirms its commitment to investigate and deal with all incidents and complaints of workplace violence in a fair and prompt manner. Circle of Care’s workplace violence policy will be reviewed as often as necessary, but at least annually.

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CEO Circle of Care

Date: _____

POLICY

SCOPE

All Staff and Volunteers at Circle of Care

DEFINITIONS

Workplace Violence:

- ▶ The exercise of physical force by a person against an employee, in a workplace that causes or could cause physical injury to the employee,
- ▶ An attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee,
- ▶ A statement or behavior that is reasonable for an employee to interpret as a threat to exercise physical force against the employee in a workplace that could cause physical injury to the employee.

PROCEDURES

Step 1: Managers and Supervisors will adhere to this policy.

Managers and Supervisors are responsible for ensuring that measures and procedures are followed by employees and volunteers and that they have the information that they need to protect themselves.

Step 2: Report Incidents Immediately.

If an employee/volunteer witnesses or are a victim of violence, they must contact 911, their Manager or Supervisor immediately. If uncomfortable with reporting to their Manager or Supervisor or their Manager or Supervisor is considered the perpetrator, employees/volunteers are to approach another management team member who they are comfortable with/or Human Resources and report the incident.

The Manager or Supervisor will fully investigate the matter.

Step 3: Refusal to Work.

An employee or volunteer may refuse to work if they have reason to believe that violence is likely to endanger him or herself.

Step 4: Confidentiality.

Circle of Care will exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Confidentiality in matters of workplace violence will be respected, but cannot be absolutely guaranteed due to the investigation requirements.

Step 5: Penalty.

No employee, volunteer or any other individual affiliated with Circle of Care shall subject any other person to workplace violence or allow or create conditions that support workplace violence. An employee or volunteer that subjects another employee, client, or other person to workplace violence may be subject to disciplinary action up to and including termination. Other persons may be removed from the workplace.

**Employees or volunteers reporting incidents of harassment or assisting in the investigation of complaint will be protected from retaliation of any kind by either co-employees or supervisory staff.

Step 6: Disclosure of Potential Behaviour.

Subject to overriding privacy laws, Circle of Care will provide information to an employee or volunteer related to the risks of workplace violence from a person with a history of violent behaviour if the employee or volunteer can be expected to encounter that person during the course of his or her work, and if there is a risk of violence likely to expose the employee to physical injury. Disclosure of personal information will be limited to that information which is reasonably necessary to protect the worker from physical injury.

COMPLIANCE 100% of employees/volunteers are to comply with the Workplace Violence Policy.

RELATED POLICIES Workplace Harassment

RESOURCES Occupational Health and Safety Act

Last Revision Approved By: VP, Human Resources:	Review Period: 2 Years	Review Responsibility: Manager, Human Resources
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