

VILLAGE OF VIBANK**PREVENTION OF WORKPLACE VIOLENCE POLICY****POLICY STATEMENT:**

The VILLAGE of Vibank (VILLAGE) is committed to providing a safe environment and recognizes that workplace violence is a health and safety issue. The VILLAGE is committed to preventing incidents of workplace violence by assessing the risks of workplace violence and by developing and maintaining a program to implement this policy, that includes measures and procedures that:

- Define everyone's rights and responsibilities for a healthy and safe workplace environment;
- Control the risks of workplace violence incidents;
- Provide a means to summon assistance when required;
- Facilitate the reporting of workplace violence incidents and complaints.

All incidents and alleged incidents of workplace violence, regardless of magnitude or who it may involve, will be treated seriously and must be reported immediately to the supervisor, when required, the police. All incidents of workplace violence will be investigated.

The VILLAGE will not tolerate or accept any acts of violence or violent behavior whatever the cause or whoever the perpetrator. An employee that subjects another employee to workplace violence or otherwise violates this Policy may be subject to disciplinary action, up to and including immediate termination for just cause.

PURPOSE:

The purpose of this policy is to define what constitutes workplace violence and to provide direction for reporting and investigating workplace violence.

SCOPE:

This policy applies to all acts or threats of workplace violence involving employees, volunteers, delegates, clients, third party service providers, suppliers and visitors to the VILLAGE.

DEFINITIONS:

Complainant refers to the individual who experiences alleged act of workplace violence and then places the official complaint against the person who allegedly committed the act of violence.

Reporter refers to the individual who either witnesses or is aware of an alleged act of workplace violence and places an official complaint against the person who allegedly committed the act of violence.

Respondent refers to the individual accused of committing an act of workplace violence by a complainant or a reporter.

Workers refers to employees, volunteers and delegates.

Workplace violence means:

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

Some types of violence include, but are not limited to verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, hitting, stalking, theft, physical assault, psychological trauma, anger-related incidents, and utterance of threats of violence.

Workplace, for the purposes of this policy, includes any location in which employees, volunteers and delegates are engaged in VILLAGE business activities necessary to perform their duties. This includes, but is not limited to, VILLAGE buildings, parking lots, VILLAGE organized events, field locations, and off-site business-related functions including travel.

PROCEDURE AND APPLICATION:

All workers are reminded of their obligation to follow the VILLAGE Code of Conduct, VILLAGE Harassment Policy and the Fundamental Policies and Procedures aimed at ensuring a positive work environment.

The provincial *Occupational Health and Safety Acts* and the *Criminal Code* may apply to acts of violence in the workplace.

In accordance with provincial legislative requirements, this policy will be posted in a conspicuous area in all VILLAGE locations.

IMMEDIATE RESPONSE TO VIOLENT ACTS IN THE WORKPLACE

- If you witness an act of workplace violence in progress or if an individual becomes violent and your safety is at risk, **leave the area immediately and call 911** or the emergency medical service number in your area.
- Victims of workplace violence must remain in a safe location and be available for investigation until the investigation is complete.
- First aid and/or medical attention will be provided as required through a designated first aid attendant, local medical care facility or the individual's attending physician.
- Inform your supervisor and/or Council of the incident.

A. Rights:

Everyone has the right to:

- a workplace that is free of the risk of violence or the threat of violence;
- file a complaint when the workplace is not free from violence; and,
- refuse to work where there is reason to believe workplace violence is likely to endanger them.

B. Obligations:

All workers upon hiring or engagement with the VILLAGE will be familiarized with this

Policy during their onboarding process. All employees will review this policy on an annual basis.

I. **Workers** are responsible for:

- **taking all threats of violence seriously;**
- ensuring as much as possible, the security of their workplace;
- being familiar with this policy and the process to follow for dealing with workplace threats and emergencies;
- attending mandatory training sessions regarding violence in the workplace;

- reporting all threats, physical or verbal, and/or any disruptive behaviour of any individual to the appropriate supervisor and/or a VILLAGE representative;
 - co-operate with any efforts to investigate and resolve matters arising under this policy;
 - reporting incidents of violence immediately to the supervisor or police, as the case may necessitate; and,
 - remain available to assist in an investigation, as required.
- II. **Supervisors** are responsible for:
- **taking all threats of violence seriously; and taking appropriate action;**
 - ensuring all workers in their area are aware of this policy and know the procedures for dealing with workplace violence threats and emergencies;
 - facilitating worker attendance at training sessions provided on violence in the workplace and maintaining records of attendance;
 - setting clear standards of conduct and performance, addressing worker problems promptly, and using the probationary period, performance conscientiously, under the guidance of VILLAGE;
 - assessing the risk of violence in their area, minimizing those risks where necessary or reasonably possible and informing employees of potential risks;
 - responding to potential threats, escalating situations and incidents of violence immediately;
 - utilizing proper resources including: first aid providers, local law enforcement, medical services, VILLAGE council, WCB and Saskatchewan Occupational Health and Safety where applicable;
 - ensuring that workers do not continue to work in situations in which they are at risk of workplace violence and, where possible and permissible, reassigning the worker reasonable alternative work during the investigation of the situation and/or while the risk continues;
 - documenting all incidents of violence in the workplace and reporting all threats and incidents to VILLAGE council and Sask OH&S; and,
 - participating in investigations as required, and in consultation with VILLAGE council, to determine if sufficient evidence exists to justify implementing performance improvement and progressive disciplinary action or discharging in the individual.
- III. **VILLAGE council** is responsible for:

- **Taking all threats of violence seriously, and taking appropriate action;**
- ensuring supervisors are aware of the policy and providing the necessary tools required for supervisors to ensure a healthy and safe work environment for all workers;
- ensuring training is available to workers;
- providing technical expertise and consultation with supervisors to determine the appropriate course of investigative action to be taken in specific situations;
- determining whether sufficient evidence exists to justify implementing performance improvement and progressive disciplinary action once the investigation of any misconduct is complete; and,
- assisting supervisors in determining reasonable accommodation for victims of workplace violence, as appropriate.

IV. The Occupational Health and Safety Committee is responsible for:

- conducting regular risk assessments within their facilities and developing location-specific procedures, in accordance with the Saskatchewan Health and Safety legislation;
- keeping management apprised of any risks of workplace violence and security gaps; and
- investigating where a worker has refused to work because of a risk of workplace violence or where serious injury has resulted from workplace violence.

V. The Employee Assistance Program can be helpful in:

- providing short-term counselling and referral services to workers;
- providing counselling for supervisors, management and strategies for dealing with potentially violent workers to promote early intervention and preventions; and,
- providing critical incident stress debriefings.
 - i. Contact EAD online: <http://>
 - ii. User ID:
 - iii. Password:
 - iv. Call:

C. PREVENTATIVE MEASURES:

Prevention of workplace violence is the most important part of any program. At its core, it involves awareness by VILLAGE management, employees, volunteers, council, and delegates on the potential of violence and identifying steps to be

taken to control the risks of incidents that have been identified in assessments carried out under the policy.

- I. Policies and procedures:
 - a. The VILLAGE has developed clear policies and procedures on workplace violence for which all workers receive training and education upon hiring and engagement with the VILLAGE.
 - b. Pre-employment screening:

Proper screening of potential workers is essential in identifying those who may pose a risk of violence in the workplace prior to their hiring or engagement with the VILLAGE.

- II. Code of Conduct:
 - a. All employees, volunteers, delegates, third party service providers are required to read, sign and abide by.
- III. Security:
 - a. Maintaining a safe workplace is part of any good prevention program. To ensure the safety of workers in the workplace, the VILLAGE has undertaken risk assessments and has identified and implemented the following security measures as required:
 - i. Limit key holders
 - ii. Physical barriers
 - iii. Alarm system

In all areas, workers should be aware of their surroundings and report any safety concerns or suggestions to their supervisors.

- IV. Mutual Respect:
 - a. All workers need to be aware of the fact that interpersonal behaviours can dramatically affect the possibility of a violent incident. Relations among all those in the VILLAGE, including public, should include mutual respect for one another and an awareness of the importance of human dignity.

D. DISPUTE RESOLUTION:

- a. The VILLAGE's policy manual is critical to providing workers with a constructive outlet for their concerns to avoid any build up of frustrations. Where there is interpersonal conflict, supervisors can arrange for mediation, if appropriate. Where the situation involves a member of public, resolution should be referred to management and council.

E. REPORTING ACTS OR THREATS OF WORKPLACE VIOLENCE:

- a. **All workers have a duty to disclose any criminal activity in the workplace. All incidents must be reported, in writing, to management and council immediately. All incidents will be responded to and investigated to eliminate risk of reoccurrence.**
- i. Where a threat of violence has occurred:
 1. Management personnel and Council must be notified;
 2. If the individual who is uttering the threat is at the worksite, they will be removed prior to any further actions;
 3. The police will be notified, as circumstances dictate; and,
 4. An investigation will be conducted by a trained workplace investigator, designated by council.
 - ii. Where an act of violence has occurred, workplace injury protocols will be followed:
 1. The police will be notified, as well as management and council;
 2. The perpetrator must be removed (by police);
 3. The site secured; and,
 4. An investigation will be conducted by a trained workplace investigator (OH&S and/or WCB), unless police procedures take precedence, as the circumstances dictate.
 - iii. **POLICE INVOLVEMENT:**
 1. In the event of a serious incident in which the police are involved, police procedures will take precedent over this policy.

F. INVESTIGATING INCIDENTS OF WORKPLACE VIOLENCE:

- a. Once the alleged violent perpetrator has been removed and the area secured, the OH&S committee will order a formal investigation of the incident by a trained workplace investigator (Sask OH&S and/or WCB).

G. INVESTIGATION INFORMATION:

- a. No investigation information will be kept in an employee's personnel file with the exception of discipline taken and/or termination documentation. Workplace violence investigation information will be kept in a separate file as per the Records Retention and Destruction Bylaw.

H. CONFIDENTIALITY:

- a. Reports and complaints of workplace violence will be received and investigated in a confidential manner. The VILLAGE council may hire a third-party investigator to maintain impartiality and confidentiality.
- b. All reports and complaints of workplace violence will be considered in a confidential manner. The name of complainant or reporter and the circumstances of the report of complaint will not be disclosed to any person except where disclosure is necessary to protect individuals, to investigate the complaint or incident, or as otherwise required by law.

I. CRIMINAL ACTIVITIES:

- a. Where the conduct involves or may involve criminal activity, the VILLAGE reserves the right to invoke criminal charges as required.

J. PROOF OF COMPLIANCE:

- a. All employees, volunteers, and delegates are required to indicate acceptance to comply with the Prevention of Workplace Violence policy on an annual basis. The annual acknowledgement will be recorded and filed in general employee files.

K. BREACH OF POLICY:

- a. If the act or threat of violence is substantiated, the respondent will be subject to immediate disciplinary action, up to and including termination of employment. The criteria in determining the level of disciplinary action will be based on fact, and will take into account harm to the worker, harm to the VILLAGE and its reputation and whether or not there was an unequal power relationship.
- b. This policy prohibits reprisals against workers who have made good faith complaints or provided information regarding a complaint or incident of workplace violence. Workers who engage in reprisals threats of reprisals may be disciplined, up to and including termination of employment.

This policy has been read and adopted into the VILLAGE of Vibank policy manual on this _____ day of _____, 2021, with motion _____.

Mayor Ryan Reiss

Administrator Dagmar Crumley

ACKNOWLEDGEMENT OF THE PREVENTION OF WORKPLACE VIOLENCE POLICY

I _____ have read and understood the Prevention of Workplace Violence policy of the VILLAGE of Vibank No. 406 and agree to abide by the directives as stated within.

(printed name)

(Witness's printed name)

(signature)

(Witness's signature)

(Date)

(Date)

DRAFT