

**Policy: VIOLENCE IN THE WORKPLACE****Effective: November 8, 2010**Policy Statement

The Superior North Catholic District School Board believes in the prevention of workplace violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals.

Workplace violence in any form erodes the mutual trust and confidence that are essential to the well-being of all staff.

The Board recognizes its commitment to the prevention of workplace violence and will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

It is the policy of Superior North Catholic District School Board to adhere to the Occupational Health and Safety Act.

This policy applies to all work activities that occur while on Board premises or while engaging in workplace activities.

Workplace Violence Definition

- a) The exercise of physical force by a person against the 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 a worker.
- c) A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.

Guiding Principles

- The Board will conduct an annual risk assessment at all sites.
- Every worker must work in compliance with this policy. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.
- All workers will strive to foster a respectful workplace through the prevention and prompt resolution of workplace violence incidents. Complaints will be taken seriously and handled professionally. There will be no negative consequences for reports made in good faith.

- The Board shall provide a mechanism to lodge complaints.
- The Board shall provide a fair and objective formal process for dealing with alleged incidents of workplace violence.
- Confidentiality will be maintained to every extent possible, however, the nature of the investigation may require additional information beyond the complainant(s) and the respondent(s) to verify factual information.
- Violence is a serious offence. Any individuals found to have perpetrated an act of violence, may be subject to disciplinary action up to and including dismissal. In addition, individuals may be subject to action under the Criminal Code of Canada.

***[A copy of this policy shall be posted at all sites.]***

<p><u>Cross Reference</u></p> <ul style="list-style-type: none"><li>• Policy 118, Workplace Harassment</li></ul>	<p><u>Prior Date Approved</u> June 14, 2010</p> <p><u>Revised Date Approved</u> November 8, 2010</p> <p><u>Board Motion</u> #100/10</p> <p><u>Review Prior To</u> 2015</p>	<p><u>Legal/Ministry Reference</u></p> <ul style="list-style-type: none"><li>• Bill 168</li><li>• Ministry of Labour</li></ul>
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