

<b>West Neighbourhood House</b>	
<b>Policy Title:</b>	<b>Workplace Violence Policy</b>
<b>Approved by:</b>	West Neighbourhood House Board of Directors
<b>Approval date:</b>	January 2011
<b>Revision dates:</b>	January 2012 / February 2013 / January 2014 / February 2015 / February 2016 / January 2017 / February 2018 / January 2019 / January 2020 / January 2021 / February 2022 / January 2023 / January 2024 / January 2025 / January 2026

## **Policy Statement**

West Neighbourhood House is committed to preventing workplace violence. Violence in the workplace is unacceptable. West Neighbourhood House will take whatever steps are reasonable to protect its workers from workplace violence from any source (including but not limited to domestic violence in the workplace).

This policy is to be read in conjunction with the [Respectful Workplace Policy](#) which applies to the general public, program participants, clients, members, volunteers, student placements, community groups who utilize West Neighbourhood House space, donors, and third-party contractors.

## **Applicability**

- All Staff

## **Definition**

Workplace violence is:

- the use 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;
- a statement or behaviour that a worker could reasonably interpret as a threat to use physical force against the worker in a workplace that could cause physical injury to the worker.

“Workplace” is defined as any place that a West Neighbourhood House worker works. It includes, but is not limited to, the physical work premises (e.g. offices), work-related social functions (e.g. parties, retreats, etc.), work assignments outside West Neighbourhood House’s offices and work-related travel, conferences or training sessions. It also includes any online interactions and communications related to work.

Domestic violence is:

- violent or aggressive behavior within the home, typically involving the violent abuse of an intimate partner and/or children and/or elders

## **General Principles**

There are workplace violence and harassment procedures to implement this policy (click [here](#) to view complete procedures).

West Neighbourhood House, as the employer, shall ensure that this policy and the corresponding procedures are implemented and maintained, including ensuring that all workers and supervisors have the necessary information and instructions to protect them from violence in the workplace.

Supervisors shall ensure that this policy and the corresponding procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must comply with this policy and the corresponding procedures. All workers are encouraged to raise any concerns they may have about workplace violence. All workers are required to report any violent incidents or threats. Management shall investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible. A worker who has been found to have subjected another worker or other person to workplace violence is subject to disciplinary action including termination.

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Executive Director

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Date

The Workplace Harassment Policy should be consulted whenever there are concerns about harassment in the workplace.