

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

## **Policy Statement**

West Neighbourhood House is committed to the prevention of workplace violence. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources (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 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;
- a statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker in a workplace that could cause physical injury to the worker.

“Workplace” is defined as any land, premises, location or thing at, upon, in or near which a 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.

Domestic violence is:

- violent or aggressive behavior within the home, typically involving the violent abuse of a spouse or partner

## **General Principles and Procedures**

Violent behavior in the workplace is unacceptable from anyone (including but not limited to all staff, volunteers, program participants, contract workers, students, and visitors). Everyone is expected to uphold this policy and work together to prevent workplace violence.

There are [workplace violence and harassment procedures](#) that implement this policy. They include measures and procedures to identify risks, protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. West Neighbourhood House as the employer will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. Management pledges to 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 that subjects another worker or other person to workplace violence may be subject to disciplinary action including termination. Other persons may be removed from the workplace.



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Executive Director

January 28, 2021

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Date

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