

 Tri-County Mennonite Homes	Workplace Violence , Harassment	POLICY #: PAGE:	IV-K-10.00 1 of 3
	MANUAL IV-Occupational Health	APPROVED BY:	Executive Director
ORIGINAL ISSUE: PAST REVISIONS:	January 1, 2019 January 1, 2018	CURRENT REVISION:	July 29, 2019

**POLICY:**

The Organization is committed to providing a violence, harassment, and bullying free workplace by ensuring all individuals are familiar with what behaviours constitute violence, harassment, or bullying, and what their roles and responsibilities are in preventing, reporting, and resolving incidents of workplace violence, harassment, and bullying. Where there is a conflict between this policy and the provisions of a Collective Agreement/Employee Association Agreement, if applicable, the Collective Agreement/Employee Association Agreement shall take precedence.

**PROCEDURE:**

The ED or designate will:

- 1) Take all reasonable precautions to minimize and/or eliminate violence, harassment, and/or bullying in the workplace.
- 2) Ensure education is provided to all team members with respect to workplace violence, harassment, or bullying upon hire and thereafter as required.
- 3) Ensure appropriate action is taken if workplace violence, harassment, and/or bullying are reported; or if they believe that workplace violence, harassment, and/or bullying exist in the workplace.
- 4) Take every reasonable precaution to ensure an individual's health and safety during circumstances when domestic violence, harassment, or bullying is identified and may occur in the workplace.  
**Note:** Should there be any uncertainty, the ED or designate should seek advice from the People department.
- 5) Ensure that a workplace violence risk assessment is completed as often as is necessary to ensure that all individuals are protected from workplace violence.  
**Note:** Assessments must be completed on an annual basis at a minimum. All assessments must include the participation of the JHSC.  
**Note:** The assessment must be based on the nature of the workplace, type of work, and conditions of work. It must also take into account circumstances that are common to similar workplaces and circumstances specific to the workplace.
- 6) Provide support to team members as required.
- 7) In accordance with the workplace violence, harassment and bullying reporting and investigation steps, ensure that for incidents involving harassment, the alleged victim and respondent, if he/she is a team member of the employer, are informed of the results of the investigation in writing and as well any corrective action that has been taken or will be taken as a result of the investigation.

The Departmental Manager/Supervisor will:

- 1) Provide education to all team members with respect to workplace violence, harassment, and bullying upon hire and thereafter as required. At a minimum, education will include:
  - Understanding the organization's commitment to this policy.
  - Roles and responsibilities of all workplace parties.
  - Understanding the definitions of workplace violence, workplace harassment, and workplace sexual harassment.  
**Note:** The above definitions are defined in the glossary of terms and abbreviations for this manual.
  - Measures/procedures for team members to report incidents of violent, harassing, and/or bullying behaviour, including if the employer or Departmental Manager/Supervisor is the alleged harasser.
  - The process that the organization will take regarding investigations of violent, harassing, and/or bullying behaviour.
  - Knowing/understanding the organization's expectations and practices regarding inappropriate behaviours in the workplace.
- 2) Inform individuals that they can report their concerns if they fear domestic violence, harassment, or bullying may enter the workplace.
- 3) Take appropriate action when workplace violence, harassment, and/or bullying are reported or if they believe that workplace violence, harassment, and/or bullying exist in the workplace.
- 4) Take every reasonable precaution to ensure an individual's health and safety during circumstances when domestic violence, harassment, and/or bullying is identified and may occur in the workplace.  
**Note:** Should there be any uncertainty, the Departmental Manager/Supervisor should seek advice from the People department.
- 5) Provide information to team members regarding persons with a history of violent behaviour if team members can be expected to encounter said persons in the course of their work and if the risk of workplace violence is likely to expose team members to physical injury.  
**Note:** Departmental Manager/Supervisor will not disclose more personal information than is reasonably necessary to protect the team member from personal injury.
- 6) Provide support to team members, as required.

The Team Member will:

- 1) Immediately report any incident of workplace violence, harassment, and/or bullying to the appropriate Departmental Manager/Supervisor or the ED or designate.
- 2) Ensure that all unwelcome or unacceptable behaviours or comments directed at them or others are brought to the attention of the alleged offender, if they feel that it is safe to do so.
- 3) Treat all individuals with respect and dignity at all times.
- 4) Refrain from any form of violence, harassment, or bullying within the workplace and comply with all organization policies as they relate to violence, harassment, and bullying in the workplace.
- 5) Actively participate in all training and onboarding as related to workplace violence, harassment, and bullying.
- 5) Cooperate with the police, organization investigators, and/or other authorities as required during a workplace violence, harassment, or bullying investigation.

**Note:** Team members who fail to cooperate during an investigation and/or do not report known incidents of harassment, violence, or bullying may be subject to progressive disciplinary action, up to and including termination of employment.

The HR Department will:

- 1) Serve as a resource for all parties at the organization who require general or specific information on workplace violence, harassment, or bullying.
- 2) Provide a prompt and confidential inquiry into circumstances surrounding a complaint.
- 3) Participate in workplace violence, harassment, and/or bullying investigations as required.
- 4) Work with Departmental Managers/Supervisors to provide additional education support as required.
- 5) Provide other departmental solutions to ensure team members feel supported and have the opportunity to discuss the abusive incident.
- 8) Ensure the policy is reviewed at least annually or often as is necessary to ensure all individuals are protected from incidents of workplace violence, harassment, and bullying. Such review will be completed in collaboration with Joint Health & Safety Committee Representatives.

The Joint Health & Safety Committee Representative will:

- 1) If requested, participate in the investigation process by identifying, assessing, and making recommendations as required.
- 2) Participate in workplace violence risk assessments.
- 3) Review completed workplace violence risk assessments and provide recommendations.
- 4) Assist management to identify and develop sustainable improvements to ensure incidents do not re-occur, if requested.
- 5) Review and provide feedback on the workplace violence, harassment, and bullying policy.

**Attachments:** IV-K-10.00(a) Recognizing Domestic Violence in the Workplace  
IV-K-10.00(b) Workplace Violence Assessment  
IV-K-10.00(c) Dealing with Anger in the Workplace  
IV-K-10.00(d) Violence, Harassment & Bullying Reporting & Investigation Steps