

Violence in the Workplace Policy 417



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| Category | Human Resources |
| Administered by: | Appropriate Senior Administrator |
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| Next Review: | Annually or as required |

1. Policy Statement

It is the policy of the Upper Grand District School Board to promote a learning and working environment in which all individuals treat each other with respect and dignity, and that is free from workplace violence, sexual violence, domestic violence and bullying occurring in the workplace. Workplace violence erodes the trust and confidence that are essential to an individual's well-being.

The board also believes in the prevention of workplace violence and promotes a violence-free workplace. The board is committed to developing and maintaining a program to implement this policy and to meeting the requirements.

2. Definitions

Worker

A worker is defined as:

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university private career college or other post-secondary institution.
- Such other persons as may be prescribed (by the *Occupational Health and Safety Act*) who perform work or supply services to an employer

for no monetary compensation.¹

Workplace

A workplace is any land, premises, location or thing at, upon, in or near which a worker works.¹ For the purpose of this document, examples include a school board office, a school, a classroom, a non-traditional setting (e.g., home schooling), a field trip location, a school bus, a conference, a training session, or any other place a worker performs work for the board.

This policy also applies to telephone, email, social media, or other communications related to work.

Workplace Violence

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 a worker, or
- a statement or behaviour that 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.¹

Workplace violence also includes any aggressive action or threat sent in writing or by electronic messaging.

3. Details

- 3.1 It is the duty of the appropriate senior administrator or designate to administer this policy.
- 3.2 It is the duty of principals, supervisors, and managers to implement this policy and review it with their staff.
- 3.3 This policy applies to all members of the board community including but not limited to trustees, students, employees, visitors, parents, community members, volunteers, permit holders (community use), contractors and employees of other organizations who work on or are invited onto board property.

¹ [Occupational Health and Safety Act](#), R.S.O. 1990, c. O.1, s 1(1)

- 3.4 It is the responsibility of all members of the board community as listed in 3.3 to conduct themselves in a manner that supports a violence-free environment.
- 3.5 It is the duty of each site supervisor to post this policy on the Health and Safety Bulletin Board.
- 3.6 It is the duty of the board to assess the risks and potential of violence in the workplace. A Workplace Violence Site Assessment shall be completed annually at each board site and shall be redone when the workplace circumstances substantially change or as necessary at the discretion of the Site Supervisor to protect workers from workplace violence. The results of the Workplace Violence Site Assessment shall be reported to the board's Joint Health and Safety Committee.
- 3.7 It is the duty of the board to ensure all workers receive information and instruction upon hire, annually, and as needed about this policy and violence in the workplace.
- 3.8 Workers are not to be penalized or disciplined for in good faith reporting an incident or for participating in an investigation involving workplace violence.
- 3.9 Senior administrators, managers and supervisors will create a respectful workplace, model behaviours that are expected of all workers, and address issues that they become aware of, regardless of whether a complaint is made by a worker.
- 3.10 Management will investigate complaints or incidents they become aware of which involve workplace violence in a fair, respectful and timely manner, following UGDSB's established process.
- 3.11 This policy shall be reviewed as often as necessary and at a minimum annually and shall be reported with any suggested changes to the Policy and Priorities Committee.

3. References

This policy operates in conjunction with:

- [Education Act](#) and its regulations
- [Occupational Health and Safety Act](#) and its regulations

- [Criminal Code of Canada](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- UGDSB policies:
 - [300 Emergency Procedures](#)
 - [406 Health and Safety](#)
 - [408 Harassment in the Workplace](#)
 - [413 Safety \(Behaviour Prevention and Intervention\)](#)
 - [417-A Violence in the Workplace](#)
 - [503 Safe Schools](#)
 - [504 Equity and Inclusive Education](#)
- [P.09 The Police-School Board Protocol](#)