



Policy Section: **Personnel/Employee Matters**

Policy Name: **Workplace Violence**

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Policy Statement

The Keewatin-Patricia District School Board (KPDSB) recognizes that violence and the threat of violence are serious hazards to its employees and is committed to preventing and controlling such risks in its workplace. This includes situations where an employee may be exposed to domestic violence while at work. This Policy applies to all KPDSB employees and includes, but is not limited to, all visitors, contractors, vendors, and delivery persons.

Rationale

As part of the internal responsibility system, individuals engaging in unsafe activity will be held accountable for their actions. This, together with Safe Schools Legislation, means that violent and potentially violent activity will be investigated by the KPDSB and will be acted upon in a manner that protects members of the school community in the workplace. Violent behaviour which increases the risk of violence in the workplace will not be tolerated.

Definitions

As defined by the Occupational Health and Safety Act, “**Workplace Violence**” is the exercise or attempted exercise of physical force by a person against a worker, in a workplace, that causes, or could cause, physical injury to the worker, or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Workplace violence can include but is not limited to, threatening behaviour, verbal or written threats, harassment, verbal abuse, and physical attacks. This definition of workplace violence is broad enough to include acts that would constitute offences under Canada’s Criminal Code.

The “Workplace” is any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this Policy.

Cross Reference

Ontario Occupational Health & Safety Act

HR Procedure: OW-10

Policies

705, Health and Safety

708, Respectful Working and Learning Environment: Conflict Prevention and Resolution

709, Workplace Harassment

715, Substance Use by Employees and Volunteers

717, Accountability

Procedures

709, Workplace Harassment

717, Accountability

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Dates Revised: 06/03/2012; 14/05/2013;

12/05/2015; 06/03/2018

Review By: Annually

Guidelines

1. There are expectations for all parties in the workplace:

- a) Managers and supervisors are responsible for ensuring that the workplace is safe and workers are protected from hazards. To this end, they must, on behalf of the employer, ensure employees are familiar with the Workplace Violence and Harassment Program Procedure (OW-10). This includes recognizing and communicating to others where hazards related to violence may exist, immediately investigating incidents, and establishing measures to prevent recurrences.
- b) Employees are responsible for reporting any hazard, which includes potentially violent circumstances of which they are aware. Employees are also responsible for cooperating in investigations and participating in associated training.

2. Domestic Violence

Any employee experiencing violence outside of the workplace (i.e., domestic violence) that may create a risk of danger to themselves or others in the workplace, is encouraged to report such violence so that the KPDSB can take reasonable preventive steps.

Workers who have information that they, or a fellow worker, are subject to domestic violence that may expose them, or their fellow workers, to physical injury in the workplace have a responsibility to inform their immediate supervisor.

3. No Reprisal

This Policy prohibits reprisal against employees who have made good-faith complaints or provided information regarding a complaint or incident of workplace violence.