

Violence and Harassment Policy

PURPOSE

To outline the Forest Edge Community Club's (FECC) commitment to protecting the health and safety of all employees in the workplace, and to ensure compliance with the *Workplace Health and Safety Act* and the *Occupational Health and Safety Act (OHSA)*.

POLICY

The FECC is committed to promoting a healthy and safe working environment for all employees. All employees have the right to work in a workplace free of violence or harassment.

The Ministry of Labour requires employers to "take every reasonable precaution in the circumstance for the protection of a worker" and that includes assessing the risk of workplace violence.

The purpose of this Workplace Violence Prevention policy is to promote a work environment whereby every individual feels free from any kind of threatening or abusive behaviour and to provide board members, staff, students, contract employees, and volunteers with effective tools and strategies to be used within the FECC to prevent and respond to incidents of abuse and aggression in the workplace.

This policy applies to all board members, staff and volunteers.

Compliance with the policy is a condition of employment and will be evaluated, together with other aspects of an employee's performance.

Definition of Violence

For the purpose of this policy, workplace violence can be defined as any act in which a person is abused, threatened, intimidated or assaulted in his/her employment by a member, another employee/co-worker or a member of the public in circumstances arising out of the services of the FECC.

Examples of workplace violence that any reasonable person ought to be aware of can include, but are not limited to the following:

- a) Threatening behaviour - such as shaking fists, destroying property or throwing objects, stalking, leering or staring;
- b) Verbal or written threats - any expression of an intent to inflict harm including shouting, bullying or any other behaviour meant to intimidate, belittle or demean another, making racial slurs or comments, any behaviour meant to offend, humiliate, embarrass or degrade, veiled or open threats;
- c) Harassment - any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities;
- d) Verbal abuse- such as swearing, insults or condescending language;
- e) Physical attacks- such as hitting, shoving, pushing or kicking, hair pulling, scratching, biting, tugging at clothes spitting, shooting and stabbing, slapping, pinching, mobbing, suicide/attempted suicide;
- f) Sexual abuse- any unwelcome verbal or physical advance or sexually explicit language; displays or pornographic material; pinching; brushing against, touching, patting, or leering that causes the person to

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believe their health and safety is at risk, use of threats or violence to force one individual to touch, kiss, fondle or have sexual intercourse with another;

- g) Damage to property- such as throwing of objects, vandalism to employee's vehicles, deliberately kicking or punching fixtures and fittings, banging or throwing equipment, interfering with Society vehicles or property or causing damage to employee vehicles.

Prevention Process

The key to preventing workplace violence is to recognize the warning signs and involve the appropriate resources as soon as possible. Timely notification and documentation of potential problems is essential.

The violence prevention program will focus on: risk assessment, the identification of risk factors, and the control of these factors.

Responsibilities of the Board

It is the responsibility of the Board of Directors to:

- a) Ensure that new workers receive the Workplace Violence Prevention policy within their first week of employment. This task will be completed by the President and/or Treasure on or before the first day of employment;
- b) Promote healthy worker attitudes towards prevention and safety in general;
- c) Ensure all staff is adequately trained yearly in safe and effective methods of preventing violence in the workplace;
- d) Monitor documents and evaluate staff performance and enforce safe work practices and procedures.

Responsibilities of Employees

It is the responsibility of all FECC employees to:

- a) Utilize appropriate prevention principles;
- b) Participate in creating and maintaining a safe work environment by following the safe work practices, policies and procedures;
- c) Request additional training as required;
- d) Report unusual behaviors;
- e) Identify unsafe conditions to his/her Supervisor;
- f) Establish, maintain and demonstrate competency in the application of prevention strategies;
- g) Attend required training sessions;
- h) In the event of an incident, notify board member immediately, call necessary services such as 911 (Police, Ambulance, etc.).

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VERSION

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