

Catholic Centre for Immigrants (CCI)
Policy on Violence in the Workplace
Approved by the Board 07/05/2012

Definitions

Workplace refers to any location where the work of the organization is performed.

Workplace violence means:

- a) The exercise of physical force by a person against another person in a workplace that causes or could cause physical injury.
- b) An attempt to exercise physical force against another person in a workplace that could cause physical injury.
- c) A statement or behaviour that it is reasonable for a person to interpret as a threat to exercise physical force, in a workplace, that could cause physical injury.

Policy

The CCI of Ottawa is committed to building and preserving a safe working environment for its workers, volunteers and clients. CCI will take every reasonable precaution and implement measures to prevent violence and protect them from potentially violent situations in the workplace. As such, this policy prohibits physical or verbal threats, intimidation, or violence in the workplace to minimize risk of injury or harm resulting from violence to CCI workers, volunteers and clients.

Any act of violence committed by or against any CCI worker, volunteer or client, is unacceptable conduct that will not be tolerated. No one in this workplace shall subject any other person to violence or allow or create conditions that could result in workplace violence.

Authority

The ultimate responsibility and authority for applying this policy rests with the Executive Director and designate(s).

Implementation

The policy will be posted in a conspicuous location in the workplace and it will be reviewed by the Human Resources Committee as often as necessary, but at least annually. The policy will become part of the Human Resources Policy Guidelines which are given to each worker at the start of employment.

The Health and Safety Committee will include risk assessment of workplace violence in their semi-annual workplace inspections and will report to the Human Resources Committee. The Executive Director or designate will receive the report from Health and

Safety Committee and ensure that appropriate measures are in place to mitigate any identified risk of violence in the workplace.

Reporting and Investigation

Workers shall not be subjected to reprisal for good faith reporting of workplace violence or a risk of violence.

Reporting Incidents of Violence

If an incident of violence occurs in the workplace, the worker who experienced or witnessed the violence will immediately advise her/his immediate supervisor and the Executive Director or his designate. The worker may also contact other authorities such as Police Services or a Children's Aid Society.

The Executive Director or designate will respond promptly, assess the situation and ensure that interventions take place as appropriate in the circumstances, including the possibility of referrals for further assistance.

The Executive Director or designate will inform the worker who made the report of the outcome of the investigation. The Executive Director will also inform the Board of Directors about the reported incident and the outcome of the investigation.

The Executive Director or designate will document all reports of workplace violence and the measures CCI takes to address them. All records of violence reports, and subsequent investigations, are considered confidential and will only be disclosed as required by law.

Reporting a Risk of Violence

Workers will report information about any risk of an encounter with a person having a history of violent behaviour to their immediate supervisor and the Executive Director or his designate.

The Executive Director or designate who investigates a report will ensure communication of potentially dangerous situations to all staff potentially affected.

The Executive Director or designate will document all reports of risks of workplace violence and the measures CCI takes to address them.

Special Circumstances

Should a worker have a legal court order (e.g. restraining order, or "no-contact" order) against another individual, the worker is encouraged to notify his or her supervisor,

and to supply a copy of that order to the Executive Director or his designate. Such information shall be kept confidential.

Disciplinary Measures

A worker who subjects another person to violence in the workplace, or a supervisor who is aware of such behaviour and does not take corrective action, may face disciplinary action up to and including termination.

Acknowledgement

I read and understood the Policy on Violence in the Workplace.

Name: _____ (please print)

Signature

Date