



## VIOLENCE IN THE WORKPLACE

<b>Legal References:</b>	<i>Ontario Occupational Health and Safety Act Education Act Safe Schools Act</i>
<b>Related References:</b>	<i>Board Policy 1002 - Occupational Health and Safety Policy Board Policy 1004 - Harassment Policy Board Policy 1008 - Equity &amp; Inclusion Policy Board Policy 6000 - Safe Schools Board Policy 6001 - Code of Conduct Administrative Procedure 2330 - Management Process for Students Causing a Risk-of-Injury Administrative Procedure 3780 - Violence in the Workplace</i>
<b>Effective Date:</b>	<i>May, 2007</i>
<b>Revisions:</b>	<i>January 31, 2011 June 11, 2012</i>
<b>Reviewed:</b>	<i>September 19, 2016</i>

### 1. Preamble

The Waterloo Region District School Board ("the Board") is committed to providing a working and learning environment free from workplace violence including domestic violence that may pose a risk in the workplace, where all individuals are treated with dignity and respect.

This policy is intended to provide a greater awareness of the value of establishing and maintaining respectful working and learning environments. Any act of violence in the workplace is unacceptable conduct and for this reason, the Board will not tolerate any incidents of this kind against or by any employee or any other person.

This policy applies to all work activities that occur while on Board premises, while engaging in workplace activities or workplace social events and extra-curricular activities.

### 2. Definitions:

#### 2.1. Workplace Violence

As defined by the *Occupational Health and Safety Act*, workplace violence is:

- a) *the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,*
- b) *an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker,*
- c) *a statement or behaviour that it 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.*

### **3. Application**

- 3.1. This policy applies to all Board employees, trustees and other users such as members of consultative committees, clients of the Board, parents, volunteers, permit holders, contractors, and employees of other organizations not related to the Board, but who nevertheless work on or are invited onto Board premises. This policy also covers workplace violence by such persons which is proven to have repercussions that adversely affect the Board's learning and working environment.
- 3.2. The rights of students to a respectful working and learning environment, free from violence, are dealt with under other appropriate legislation, regulations and Board policy and procedure including but not limited to the Education Act (Section XIII), Safe School Policy (6000), Code of Conduct (6001), Equity and Inclusion Policy (1008), and Administrative Procedure 2330 - Management Process for Student Behaviours Causing a Risk of Injury.

### **4. Guidelines**

- 4.1. The Board, as the employer, will comply with all aspects of the Occupational Health and Safety Act that apply to the organization.
- 4.2. The Board is committed to developing and maintaining a program to implement this policy with respect to workplace violence. It is recognized that when working with students, including students with special needs, the Board may be required to implement proactive measures to promote a violence-free workplace.
- 4.3. The Board will assess the risk of workplace violence that may arise from the nature of the workplace, in accordance with the provisions of the Occupational Health and Safety Act.
- 4.4. This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. The Board shall take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence.
- 4.5 This policy will be reviewed on an annual basis by the Director of Education, or designate, as well as the Board of Trustees, and posted in conspicuous locations in the workplace.