



Policy Name:	Prevention of Workplace Violence Policy	Policy #:	P-04
Policy Category:	Governance	Date:	July 30, 2019
Policy Owner:	Board of Directors	Next Review Date:	July 2020

Purpose

The Board of Directors of Marie Dressler Foundation will take whatever steps are reasonable to protect our workers (employees and volunteers) from Workplace Violence from all sources.

Any violation of this Policy is viewed as a serious matter and may lead to disciplinary action, including but not limited to legal proceedings, and no further participation with Marie Dressler Foundation.

What is Workplace Violence?

Under Ontario Bill 168 now known as Section 32 of the Ontario Occupational Health and Safety Act (Ontario OHS), workplace violence is defined as:

- 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 the worker; or
- A statement or behavior that 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.

Violent behavior in the workplace is unacceptable from anyone. This policy applies to workers, volunteers, contractors, and visitors. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.

Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats to any Director of the Foundation.

The Board of Directors of the Foundation will investigate and deal with all concerns, complaints, or incidents of workplace violence in a fair and timely manner while respecting the complainant's privacy as much as possible.

No volunteer will be disciplined for reporting in good faith any known or suspected violence in the workplace.

Nothing in this policy prevents or discourages a worker from exercising any other legal avenues that may be available.

Document History

July 30, 2019

draft for review

August 8, 2019

Approved by Board of Directors