



TOWN OF BANCROFT WORKPLACE VIOLENCE POLICY

A. POLICY STATEMENT

The Town of Bancroft is committed to providing a safe and healthy workplace free from actual, attempted or threatened violence. The Town recognizes that workplace violence is a health and safety and human resources issue and will take reasonable precautions to prevent work place violence and to protect employees at the workplace.

B. PURPOSE OF WORKPLACE VIOLENCE POLICY

This policy is intended to:

1. Create and foster a work environment free from workplace violence;
2. Provide a definition of workplace violence;
3. Establish and detail the responsibilities of all persons in the Town workplaces to maintain a workplace free of actual, attempted or threatened violence;
4. Ensure that incidents of workplace violence are reported to the Clerk for the Town and/or law enforcement as appropriate;
5. Ensure that complaints of workplace violence are handled in a timely and equitable manner by the Town.

C. SCOPE AND APPLICATION OF POLICY

This policy applies to all Town employees and volunteers on behalf of the Town regardless of position, classification or union membership. This policy also applies to all persons who attend the Town workplace including, but not limited to, all visitors, contractors, vendors and delivery persons.

For the purposes of this policy, a Town workplace includes all places where the Town business occurs and includes all:

- Company buildings (whether owned or leased) and surrounding perimeter including parking lots, sidewalks, and driveways (Town Grounds);
- Town vehicles;
- Off-site locations where Town business occurs;
- Town-sponsored functions and recreational or social events, whether taking place on Town Grounds or elsewhere; and
- Travel for Town business.

D. WORKPLACE VIOLENCE DEFINED

In this policy, workplace violence includes but is not limited to the following:

1. The use of physical force against or by a worker that causes or could cause physical injury. This includes, but is not limited to, physical acts such as punching, hitting, kicking, pushing, damaging property or throwing objects;
2. The attempted use of physical force against or by a worker that could have caused physical injury;
3. An action or statement (or series of actions or statements) reasonably believed to be a threat of physical harm or as a threat to safety or security in the workplace; and
4. Bringing a weapon of any kind to the Town workplace or possessing a weapon of any kind while carrying out Town business, or threatening to bring a weapon to a Town workplace.

This is the companion policy to the Town's Workplace Harassment Policy which addresses harassment, including conduct that is not covered by the definition of workplace violence but that demeans, embarrasses, humiliates or is known, or ought to be known to be unwelcome.

E. ZERO TOLERANCE

The Town values the health and safety of its employees and expects that its workplaces will be free of workplace violence. The Town will not tolerate incidents of workplace violence perpetrated against or by any employee, customer, vendor, contractor, visitor or any other person at a Town workplace or involved in Town business.

Every person at a Town workplace is responsible for acting in compliance with this policy.

With respect to acts of workplace violence, as defined in this policy, the Town may, where appropriate:

- Remove the perpetrator from a Town workplace by security or the police;
- Discipline any employee, up to and including dismissal, and/or report the conduct to the police; and
- Report the conduct of any other person to their employer, supervisor and/or to the police.

All physical assaults involving an employee or occurring at a Town workplace will be reported to police. Threats of physical violence will be reported to police as appropriate.

F. RESPONSIBILITIES AND OBLIGATIONS

It is the responsibility of:

1. The Town

- To take reasonable preventative measures to protect employees and others in the Town workplaces from workplace violence;
- To ensure that a workplace violence assessment is conducted;
- To develop procedures to address the workplace violence risks identified in the violence assessment;

- To ensure that all employees are trained in this policy;
- To post this policy in a conspicuous place in the workplace;
- To ensure that this policy is communicated to contractors and other persons who attend the Town workplaces;
- To establish a process for reporting and responding to incidents of workplace violence;
- To ensure the process for reporting and responding to incidents of workplace violence is communicated, maintained and followed; and
- To ensure that this policy is reviewed at least annually.

2. Managers and Supervisors

- To understand and abide by the requirements of this policy;
- To communicate and review this policy with the employees they supervise or manage;
- To verify that all contractors and others who attend the Town workplaces are aware of this policy;
- To adequately train employees in Town procedures that address the workplace violence risks applicable to the employee;
- To encourage employees to report complaints or incidents of workplace violence;
- To respond to all complaints or incidents of workplace violence in a professional manner appropriate for the circumstances of the complaint or incident;
- To promptly report all complaints or incidents of workplace violence they receive or witness to the Clerk.

3. Employees (Including Managers and Supervisors)

- To comply with this policy at all times to protect themselves and others in the workplace from workplace violence;
- To immediately notify their supervisor or other designated person of any incident of workplace violence whether the notifying worker is the victim or not. In the case of an extreme or imminent threat of physical harm to themselves or any person from workplace violence, the worker should contact the police;
- To participate in training regarding this policy and Town procedures directed at workplace violence risks in the workplace; and
- To fully cooperate in any investigation of complaints or incidents of workplace violence or breaches of this policy.

G. 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 Town can take reasonable preventive steps.

H. REPORTING AND INVESTIGATION WORKPLACE VIOLENCE

1. Reporting threats of workplace violence:

- All incidents of workplace violence or reprisal must be immediately reported to management;
- Any person subjected to workplace violence should, where appropriate, go to a safe location at the workplace and report the incident to their supervisor or a Town supervisor or manager so that the incident can be investigated and addressed;
- All incidents of workplace violence or reprisal must be immediately reported to management;
- All complaints and incidents are to be recorded in writing by the reporting person/employee and the supervisor or manager receiving the report. The date, time, location, potential witness and nature of the incident should be documented;
- If police have not previously been summoned, management will report all incidents of workplace violence to police.
- If an incident of workplace violence involves a person who is not an employee of the Town, the Town management will report the incident to that person's employer and/or such other person as the Town determines is appropriate in the circumstances.

2. Investigation:

- All complaints or incidents of workplace violence or reprisal will be promptly investigated by management. Where the perpetrator is a Town employee, the investigation will be conducted as quickly and confidentially as possible in the circumstances. Complete confidentiality is not possible in all circumstances and cannot be guaranteed;
- The management will include:
 - (a) A documented interview with the complainant and/or victim;
 - (b) A documented interview with the alleged perpetrator(s);
 - (c) A documented interview with any witness with relevant information to provide; and
 - (d) Any other step the investigator(s) deems necessary to fully and fairly investigate the complaint or incident;
- At the conclusion of the investigation into an incident or complaint, Management will prepare a written report of the findings of fact and – after evaluating existing policies, procedures, physical premises and devices, employee training – any suggestions to prevent a recurrence;

- Where the perpetrator is a Town employee, the supervisor of the perpetrator, in consultation with management and/or management will take any necessary disciplinary action. The severity of any disciplinary action, which may include dismissal from employment, will be consistent with the seriousness of the conduct at issue such that more significant discipline will follow more serious conduct or repeated violations of this policy.

I. NO REPRISAL

Workplace violence and this policy are serious matters. This policy prohibits reprisals against employees who have made good faith complaints or provided information regarding a complaint or incident of workplace violence. Employees who engage in reprisals or threats of reprisals may be disciplined up to and including dismissal from employment.

Reprisals include:

- Any act of retaliation that occurs because a person has complained of or provided information about an incident of workplace violence;
- Intentionally pressuring a person to ignore or not report an incident of workplace violence;
- Intentionally pressuring a person to lie or provide less than full cooperation with an investigation of a complaint or incident of workplace violence.
- An employee who makes a false complaint or otherwise abuses this policy may be disciplined up to and including dismissal from employment. Such discipline is not a reprisal or breach of this policy.

J. POLICY REVIEW

This policy will be reviewed at least annually.

Signed at the Town of Bancroft, in the County of Hastings, this 22nd day of June, 2010.

Lloyd Churchill, Mayor

Barry Wannamaker, C.A.O./Clerk