

Workplace Violence and Harassment Prevention Policy and Program

Mission

The Uplands in Hawkwood Homeowners' Association Ltd. is committed to providing a safe, healthy and supportive work environment by treating our employees, residents and clients with respect, fairness and sensitivity.

Purpose of the Policy

The Uplands in Hawkwood Homeowners' Association Ltd. is committed to preventing workplace violence and harassment. This policy defines behavior that constitutes workplace violence and harassment, and explains procedures for reporting and resolving such incidents. **The Uplands in Hawkwood Homeowners' Association Ltd.** is committed to providing a working environment free of violence and harassment by familiarizing all workplace parties with the related terminology as well as their individual responsibilities for prevention and corrective action.

Policy Statement

The management of **The Uplands in Hawkwood Homeowners' Association Ltd.** recognizes the potential for violence and harassment in the workplace. We will therefore make every reasonable effort to identify all potential sources of such risk to eliminate or minimize them.

The Uplands in Hawkwood Homeowners' Association Ltd.:

- will not tolerate any type of violence or harassment within the workplace or during events or activities;
- is committed to allotting whatever time, attention, authority and resources necessary to ensure a safe and healthy working environment for all employees, residents and clients to whom we provide service; and
- will take every reasonable precaution to protect an employee, resident or client from physical injury if we become aware, or believe, that violence is a risk.

Definitions Associated with Workplace Violence and Harassment

The Canada Labor Code (the Code) defines harassment and violence at subsection 122(1) as “any action, conduct or comment, including of a sexual nature that can reasonably be expected to cause offence, humiliation or other physical or psychological injury or illness to an employee, including any prescribed action, conduct or comment.”

Violence

Violence can include but is not limited to the following acts or attempted acts:

- verbal threats or intimidation
- verbal abuse, including swearing or shouting offensively at a person
- contact of a sexual nature
- kicking, punching, scratching, biting, squeezing, pinching, battering, hitting or wounding a person in any way
- attack with any type of weapon
- spitting at a person

Harassment

Harassment can include, but is not limited to any of the following acts or attempted acts:

- spreading rumors or gossip about an individual or group

- cyber bullying (threatening, spreading rumors or talking negatively about an individual online)
- threats made over the phone, by email, or through other medium to an employee, resident or resident guest
- making offensive jokes or remarks
- playing unwanted practical jokes
- stalking or inappropriately following a person
- tampering with someone's work equipment or personal belongings
- vandalizing or hiding personal belongings or work equipment
- impeding a person's work in any deliberate way
- persistently criticizing, undermining, belittling, demeaning or ridiculing a person
- intruding on a person's privacy
- public ridicule or discipline
- unwelcomed physical contact
- sexual innuendo or insinuation
- unwanted and inappropriate invitations or requests, including of a sexual nature
- displaying offensive posters, cartoons, images or other visuals
- making aggressive, threatening or rude gestures
- engaging in any of the actions, conduct and comments outlined above against a person because of that person's:
 - race
 - national or ethnic origin
 - color
 - religion
 - age
 - sex
 - sexual orientation
 - gender identity or expression
 - marital status
 - family status
 - genetic characteristics
 - disability, or
 - any of the other prohibited grounds that the Canadian Human Rights Act lists

Roles and Responsibilities of Workplace Parties

Employer:

- Hold management accountable for responding to and resolving complaints of violence.
- Ensure compliance by all who have a relationship with the organization, such as employees, residents, clients, contractors, volunteers, etc.
- Post a copy of this policy in the workplace.
- Develop a reporting process for incidents of workplace violence and harassment.
- Investigate all reports or threats of violence/harassment in a prompt, objective and sensitive way.
- Take corrective action.

Managers/supervisors:

- Enforce policy and procedures and monitor worker compliance.
- Identify and alert staff to violent persons and hazardous situations.
- Investigate all workplace violence using the organization's accident investigation procedure and form, and contact the police as required.
- Facilitate medical attention for employee(s) as required.
- Debrief those involved in the incident either directly or indirectly.

Employees:

- Understand and comply with the violence and harassment prevention policies and related procedures.
- Report all incidents or injuries of violence/harassment or threats of violence/harassment to your supervisor immediately.
- Seek support when confronted with violence/harassment or threats of violence.

Reporting and Investigation

- Workers are to report all violence-related incidents or hazards to their manager or supervisor. This report can be made confidentially at the employee's request. However, sharing information to ensure the safety of others and prevent recurrence may be necessary (e.g., contents of a police report).
- The reporting worker may make the report confidentially without leaving a copy in the log, indicating the need for confidentiality to her/his direct manager or supervisor (or in that person's absence, to another manager or supervisor).
- The manager or supervisor receiving the report investigates it and ensures that measures are taken to safeguard employees and curtail the violence or harassment. No report of workplace violence/harassment or risks of violence may be the basis of reprisal against the reporting employee.

Response Procedures

- Using the incident investigation form, the manager, supervisor or Board Member documents all reports of workplace violence/harassment, hazards and measures taken to address them.
- Management and Board Members review all incident reports, monitors trends and makes recommendations for prevention and enhancements to the workplace violence and harassment prevention program.
- The managers or supervisors who investigate the reported incident warn all staff who might be affected about dangerous situations. They also tell the reporting employee about the outcome of the investigation to help minimize the chance of similar incidents.

Risk assessment

Management (with worker involvement) assesses workplace violence hazards in all jobs, and in the workplace as a whole. It reviews risk assessments annually, as well as when new jobs are created or job descriptions are changed substantially.

Education

New employees will receive both general and site-specific orientation to the workplace violence and harassment prevention program.

Program Evaluation

Workers, managers, Board of Directors and supervisors are accountable for establishing and implementing the policy and procedures related to workplace violence and harassment.

Accountability

All workplace parties are accountable for complying with the policy, program, measures and procedures related to workplace violence.

Records

All records of reports and investigations of workplace violence and harassment are kept for five years.

Policy Review

This workplace violence and harassment prevention policy and program will be reviewed annually.