



Sarnia Academy WORKPLACE VIOLENCE & HARASSMENT POLICY

Bill 168, An Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters, establishes minimum standards and sets out the rights and duties of all those who have a role in dealing with workplace violence and workplace harassment.

Sarnia Academy Workplace Violence Policy

Sarnia Academy committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps reasonable to protect our workers from workplace violence from all sources including domestic violence.

Workplace violence is defined as the exercise of physical force 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 causes or could cause physical injury to the worker, or a statement or behaviour 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.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to all management and non management positions as well as customers. 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.

We will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and



instruction to protect them from violence in the workplace. Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information that they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. Workers are also encouraged to report any domestic violence concerns, spousal or family abuse, if violence is likely to enter the workplace. The board of directors pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible.

Sarnia Academy Workplace Harassment Policy

The Sarnia Academy is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace.

Derogatory comments, jokes, and taunts about an individual's hair colour, sex, place or origin, religion, disability, and or other prohibited ground, are all forms of harassment, causing a work environment that is intimidating or "poisoning".

Everyone in the workplace must be dedicated to preventing workplace harassment.

Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer.

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Workplace harassment is defined as engaging in a course of vexatious comment or



conduct against a worker in a workplace that is known or ought reasonably known to be unwelcome. Generally harassment is considered to have taken place if the person knows, or should know, that the behaviour is not wanted.

Workers are encouraged to personally report incidents of workplace harassment to a manager in confidence and without fear of reprisal. Employees who feel discriminated against or harassed will be asked to complete a Harassment Complaint Form with the manager. Note: It is a violation for anyone to knowingly make a false complaint of harassment or to provide false information about a complaint. Individuals who violate this policy are subject to disciplinary and/or corrective action, up to and including termination of employment.

The board of directors will investigate all complaints and/or incidents of workplace harassment in a fair and timely manner while respecting workers privacy as much as possible. If it is determined by the committee that any employee has been involved in personal harassing of another employee, immediate disciplinary action will be taken.

Formal Procedure:

Members/employees are encouraged to report any concerns or incidents of workplace violence or harassment, immediately, to a manager in confidence and without fear of reprisal. Workers will be asked to complete a "Violence / Harassment Complaint Form" with the manager.

All concerns and incidents will be thoroughly investigated by the manager. The investigation will include informing the harasser of the complaint, interview the complainant, any person involved in the incident and any identified witnesses.

Responsibilities:



Witness:

Inform the harassed person that you have witnessed what you believe to be harassment and that you find it unacceptable. Support is often welcome. If that person does not feel that they have been harassed, then normally the incident should be considered closed.

Inform the harasser(s) that you have witnessed the act and find it unacceptable.

Encourage the harassed person to report the incident to a board member.

Board of Director's Role:

Management is responsible for creating and maintaining a harassment-free workplace.

Managers must be sensitive to the climate in the workplace and address potential problems before those problems become serious.

If a board member becomes aware of harassment in the workplace and chooses to ignore it, that member and the Aurora Youth Soccer Club risk being named correspondent in a complaint and may be found liable in legal proceedings brought about by the complainant.

Protecting Employees/members from Violence:

1) Irrate customers also may create violent situations for workers. Workers are encouraged to stay calm when faced with an upset individual. Immediately notify your manager of the situation. If required your manager will contact the police.

2) To reduce the chance of working with unstable or volatile persons, all new employees may be asked to complete a criminal record check at the time of hire. Management will inform any required employees about a risk of workplace violence from a person with a



history of violent behaviour if the worker can expect to encounter that person in the course of work, and if the worker may be at risk of physical injury.

All employees have the right to refuse work if they have a reason to believe they are in danger from workplace violence.