

Village of Canwood

Section:	General Government	Policy No:	HR 6
Subject:	Violence Prevention Policy	Page:	Page 1 of 6
Approved by: Sandra Grumbo	Council Resolution No. 0069/24	Dated:	March 21, 2024

A. POLICY STATEMENT

The Village of Canwood (the “Municipality”) is committed to providing a safe and healthy workplace free from actual, attempted or threatened violence. The Municipality recognizes that workplace violence is a health and safety, and human resources issue and will take reasonable precautions to prevent workplace 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 Municipality workplaces to maintain a workplace free of actual, attempted or threatened violence;
4. Ensure that incidents of workplace violence are reported to management and/or law enforcement as appropriate;
5. Ensure that complaints of workplace violence are handled in a timely and equitable manner by the Municipality.

C. SCOPE AND APPLICATION OF POLICY

This policy applies to all Municipality employees regardless of position, classification, or membership. This policy also applies to all persons who attend a Municipality workplace including, but not limited to, all visitors, contractors, vendors, and delivery persons.

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

- Municipality buildings (whether owned or leased) and surrounding perimeter including parking lots, sidewalks, and driveways (“Municipality Grounds”);
- Municipality vehicles;
- Off-site locations where business occurs;
- Municipality -sponsored functions and recreational or social events, whether taking place on Municipality Grounds or elsewhere; and
- Travel for Municipality 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 a Municipality workplace or possessing a weapon of any kind while carrying out Municipality business or threatening to bring a weapon to a workplace.

This is the companion policy to the Village of Canwood Harassment Prevention Policy Number HR-2 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 Village of Canwood values the health and safety of its employees and expects that its workplace(s) will be free of workplace violence. The Municipality will not tolerate incidents of workplace violence perpetrated against or by any employee, customer, vendor, contractor, visitor or any other person at a Municipality workplace or involved in Municipality business.

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

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

- Remove the perpetrator from a Municipality 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 the Administrator, and/or RM Foreman, and/or Personnel Committee Chair and/or to the police.

All physical assaults involving an employee or occurring at the Municipality workplace will be reported to police. All other incidents or threats of workplace violence will be reported to police as appropriate.

F. RESPONSIBILITIES AND OBLIGATIONS

It is the responsibility of:

1. Village of Canwood

- To take reasonable preventative measures to protect employees and others in Municipality 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 Municipality 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. Administrator and Council

- 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 Municipality workplaces are aware of this policy;
- To adequately train employees in the Municipality procedures that address the workplace violence risk(s) 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 Personnel Committee Chair and/or Council.

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 the Administrator, and/or Foreman, and/or Personnel Chairperson 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 Municipality 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.
- Medical aid and counselling is available to any worker who is a victim of violence. An offer of medical aid and counselling will be made by the Municipality. The offer will be documented, and every effort will be made to ensure the worker understands this offer at that time.
- Workers have a right to refuse medical aid and/or counselling at any time.
- If a worker seeks medical aid or counselling, injury reports must be filed with the Saskatchewan Workers' Compensation Board (WCB). The worker must submit a W1 form and the employer must submit an E1 form. These forms are available on the WCB's website at www.wcsask.com.

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 Municipality can take reasonable preventive steps.

H. REPORTING AND INVESTIGATING WORKPLACE VIOLENCE

1. Reporting threats of workplace violence:

- All incidents of workplace violence or reprisal must be immediately reported to the Administrator, and/or Foreman, and/or Personnel Chairperson;
- Any person subjected to workplace violence should, where appropriate, go to a safe location at the workplace and report the incident to their Administrator, and/or Foreman, and/or Personnel Chairperson, or through the Employee Assistance Program so that the incident can be investigated and addressed;
- All complaints and incidents are to be recorded in writing by the reporting person/employee, the Administrator, and/or Personnel Chairperson. The date, time, location, potential witnesses and nature of the incident should be documented;
- If the police have not previously been summoned, Municipality will report all physical assaults to police. All other incidents or threats of workplace violence will be reported to the police as appropriate;
- If an incident of workplace violence involves a person who is not an employee of the Municipality, the Administrator, and/or Personnel Chairperson will report the incident to that person's employer and/or such other person as the Municipality determines is appropriate in the circumstances.

2. Investigation:

- All violent incidents will be investigated by the occupational health and safety committee (OHC), the occupational health and safety representative, or workers where there is no OHC or representative.
- The OHC, representative or workers will make recommendations for corrective actions to prevent similar incidents from recurring.
- The Administrator will document deficiencies and the appropriate changes will be made.
- Workers will be informed of the results of the investigation and of any changes in the policy and prevention plan that result.
- If changes require worker re-training, the training will be provided by the employer.
- The OHC investigation 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 witnesses 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, the OHC Chairperson 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;
- The Council will decide upon any recommendation or on any action to be taken as a result of the findings of an investigation. The individual who reported the alleged harassment and the alleged harasser will be informed as to the outcome of the investigation.

- Where the perpetrator is a Municipality employee, the supervisor of the perpetrator, in consultation with the Administrator or Personnel Chairperson, 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.

Reprisal includes:

- 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; and
- 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. NO LOSS OF PAY OR BENEFITS

Managers will ensure victims of violent incidents do not lose pay or other benefits for visiting a physician or other health care specialist for treatment or counselling during work hours.

K. POLICY REVIEW

This policy will be reviewed at least annually.