

## Workplace Violence

**Policy No. 353**

**Policy Statement:** The Archdiocese is committed to working with its employees in the prevention of violence and promoting a violence-free workplace. The Archdiocese will not tolerate any acts of violence and will take all reasonable and practical measures to prevent violence and protect employees from acts of violence. Appropriate remedial, disciplinary, and/or legal action will be taken according to the circumstances.

**Intent of Policy:** To educate and inform employees and others about recognizing, reporting, and preventing workplace violence.

**Definition:** For the purpose of this policy, “violence” includes but is not limited to:

- physical acts (e.g. hitting, shoving, pushing, kicking, bullying, sexual assault)
- any verbal or written threat, behaviour or action which is interpreted to carry the potential to
  - harm or endanger the safety of others
  - result in an act of aggression
  - engender fear
  - destroy or damage property
- disruptive and disrespectful behaviour that is not appropriate to the workplace (e.g. yelling, swearing, name calling).

**Procedure:** **Reporting Process**

- a) Employees are to report promptly to their immediate supervisor any incidents of violence. If the allegation is against an employee’s immediate supervisor, they are to contact the supervisor’s superior and/or the Chancellor.
- b) All complaints or allegations are to be investigated within seventy-two (72) hours or earlier from the time the complaint was received. The investigation may be assigned to and be conducted by another internal or external person(s).
- c) Dependent upon the nature of the complaint and/or incident, legal and/or law enforcement agencies may need to be contacted to assist with an investigation.
- d) During the investigation confidentiality of information and appropriate documentation of the investigation is essential.
- e) The complainant and/or the person subject of the complaint/allegation may be required to be temporarily placed on a paid leave of absence and/or require counseling while the investigation is in progress.



- f) All persons involved in the processing of a complaint/allegation will ensure that the complainant is neither penalized nor subjected to the prejudicial treatment as a result of making the complaint/allegation. Disciplinary action will be taken against any person who takes any reprisal against a person who reports workplace violence.
- g) Upon completion of an investigation the complainant and the person subject of a complaint/allegation will be informed in person and in writing of the outcome of the investigation in a manner whereby appropriate standards of confidentiality are maintained.

### **Management Responsibilities**

- Act respectfully towards employees at work and at any work-related activity.
- Develop workplace arrangements that minimize the risk of workplace violence.
- Promote a non-violent workplace.
- Ensure that this policy is explained to all employees.
- Identify training needs for employees.
- Ensure that employees understand who to contact regarding concerns about the policy or when reporting an incident or complaint.
- Ensure personal physical safety if an incident of workplace violence occurs, then report if deemed necessary to the appropriate law enforcement agency.
- Ensure the security and safety of all parties involved during an investigation of an incident or complaint of workplace violence.
- Prepare a risk assessment/analysis of any reported incidents and identify any measures to prevent future incidents, including remedial action/training.

***Also refer to Policy:***

[No.: 341 Conflict Management and Complaints](#)

[No.: 345 Non-Discrimination](#)

[No.: 347 Progressive Discipline](#)

[No.: 349 Termination of Employment \(Culpable\)](#)

