

THE COUCHICING CONSERVANCY

WORKPLACE VIOLENCE & WORKPLACE HARASSMENT POLICY AND PROCEDURE

1. SCOPE

This Policy and Procedure applies to all workers of the Couchiching Conservancy including those employed on a part-time or contract basis, and to the Board of Directors. Where indicated this Policy and Procedure also applies to persons who volunteer to perform work or supply services to the Conservancy. With respect to workers, this Policy is mandated by the Occupational Health and Safety Act.

2. DEFINITIONS

Worker - A person who performs work or supplies services for monetary compensation.

Workplace - Any land, premises, location or thing at, upon, in or near which a Worker works.

Workplace Harassment - Engaging in a course of vexatious comment or conduct against a Worker in a Workplace that is known or ought reasonably to be known to be unwelcome.

Workplace Violence -

- (a) the exercise of physical force by a person against a Worker, in a Workplace, that causes or could cause physical injury to the Worker,
- (b) an attempt to exercise physical force against a Worker, in a Workplace, that could cause physical injury to the Worker,
- (c) a statement or behaviour that it is reasonable for a Worker to interpret as a threat to exercise physical force against a Worker, in a Workplace, that could cause physical injury to the Worker.

3. GENERAL STANDARDS

- (a) The Conservancy is committed to building and preserving a safe working environment for all its workers and volunteers.
- (b) The Conservancy will not tolerate acts of Workplace Harassment and/or Workplace Violence against or by any worker.

- (c) The Conservancy will not tolerate acts of harassment and/or violence that involve comments or conduct of the same nature that occur when there is Workplace Harassment and/or Workplace Violence when such acts are against or by a volunteer of the Conservancy in the Workplace.
- (d) Acts of harassment and/or violence against or by a volunteer of the Conservancy may be dealt with by following the procedures as set out below as a guideline.

WORKPLACE VIOLENCE

4. ASSESSMENT OF RISKS OF WORKPLACE VIOLENCE

The Conservancy workplace is unique consisting of the Conservancy Centre at Grant's Woods and approximately 10,000 acres of land which it manages. There are few workers employed by the Conservancy and generally they are self-directed and in many instances work alone. Therefore the risk of Workplace Violence is very low. However, to control any risk, all workers and members of the Board will be provided with a copy of this Policy and Procedure.

5. DOMESTIC VIOLENCE

If the Conservancy becomes aware that domestic violence that would likely expose a worker to physical injury may occur in the workplace, the Conservancy shall take every precaution reasonable in the circumstances for the protection of the worker including advising the worker of threatening calls, unwelcome visits at the workplace, and providing information as set out in the following section.

6. PROVISION OF INFORMATION

The Conservancy has a duty to provide information to a worker, including personal information, to the extent that it is reasonably necessary to protect the worker from physical injury, related to a risk of Workplace Violence from a person with a history of violent behaviour if,

- (a) the worker can be expected to encounter that person in the course of his or her work; and
- (b) the risk of Workplace Violence is likely to expose the worker to physical injury.

7. REPORTING INCIDENTS AND SUMMONING IMMEDIATE ASSISTANCE

Workers subject to Workplace Violence should report the incident immediately to the Executive Director or the President of the Conservancy. Incidents that constitute criminal acts will be referred to the local police department or other policing agency. Workers may also choose to call 911 for summoning immediate assistance when Workplace Violence occurs or is likely to occur.

8. METHOD OF REPORTING

While workers may initially report an incident verbally they should be encouraged to follow-up with a written report as soon as reasonably possible.

9. INVESTIGATION OF INCIDENTS OR COMPLAINTS

All incidents or complaints of Workplace Violence shall be investigated by the Executive Director or the Board of Directors of the Conservancy. Depending upon the nature of the incident or complaint there may also be a criminal investigation by the local police department or other policing agency. The investigation shall include interviews with all persons involved in the complaint or incident and a written report will be prepared by the investigator. Disciplinary or corrective action may be taken including suspension of duties or termination of employment if it is determined that Workplace Violence has occurred.

WORKPLACE HARASSMENT

10. REPORTING INCIDENTS OF WORKPLACE HARASSMENT

- (a) Informal Process - Workers who believe they are being harassed are encouraged to let the offender know that his/her behaviour is unwelcome. The worker may wish to resolve the matter with the offender directly by such a measure.
- (b) Formal Process - If the worker does not wish to bring the matter directly to the attention of the offender, or if such approach is attempted and does not produce a satisfactory result, the worker should report the incident to the Executive Director or to the President of the Conservancy.

11. METHOD OF REPORTING

While workers may initially report an incident verbally, they should be encouraged to follow-up with a written report as soon as reasonably possible.

12. INVESTIGATION OF INCIDENTS OR COMPLAINTS

All reported incidents or complaints of Workplace Harassment shall be investigated by the Executive Director or the Board of Directors of the Conservancy. The investigation shall include interviews with all persons involved in the complaint or incident and a written report will be prepared by the investigator. Disciplinary or corrective action may be taken including suspension of duties or termination of employment if it is determined that Workplace Harassment has occurred.