



Niagara Catholic District School Board

## **EMPLOYEE WORKPLACE VIOLENCE POLICY**

### STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.11

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: November 27, 2018

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board is committed to providing a safe working environment in which all Employees are treated with consideration, dignity, respect, equity and in accordance with the gospel values of Jesus Christ, as well as the Mission, Vision and Values of the Board.

The Board believes that the eradication of workplace violence in the school/workplace is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a potential workplace violence situation has a responsibility to draw appropriate attention to it.

Workplace Violence will not be tolerated while an employee is conducting company business, or work related functions.

If the employee believes they are at risk of violence in the workplace including domestic violence they must advise the employer and the employer will take appropriate steps which may include seeking the assistance of the local police.

Where the occasion of workplace violence arises, the Board will achieve resolution through a formal process. During the process all information gathered is to be kept confidential.

In accordance with current legislation in the Province of Ontario, the Board will assess the risks of workplace violence ([Appendix A](#)) that may arise from the nature of the workplace, and provide relevant training, information and instruction to the employees.

This Policy is to be applied in conjunction with other Board Policies dealing with employee behaviour, progressive discipline, conflict resolution and school safety (i.e. Code of Conduct, Access to School Premises, Criminal Background Check, Police and School Board Protocol, Occupational Health and Safety, Employee Workplace Harassment).

The Board will review this policy with respect to workplace violence, on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

The Director of Education will issue [Administrative Operational Procedures](#) for the implementation of this policy.

#### **References**

- [\*\*Bill 168: Occupational Health and Safety Amendment Act \(Violence and Harassment in the Workplace\) 2009\*\*](#)
- [\*\*Human Rights Code\*\*](#)
- [\*\*Municipal Freedom of Information and Protection of Privacy Act\*\*](#)
- [\*\*Occupational Health & Safety Act \(December 2009\)\*\*](#)
- [\*\*Workplace Violence in School Boards: A Guide to the Law\*\*](#)
- [\*\*Niagara Catholic District School Board Policies/Procedures\*\*](#)
  - [\*\*Employee Workplace Harassment Policy \(201.7\)\*\*](#)
  - [\*\*Privacy Policy \(600.6\)\*\*](#)

<b>Adopted Date:</b>	<b>April 23, 2002</b>
<b>Revision History:</b>	<b>June 15, 2010</b>
	<b>November 23, 2010</b>
	<b>December 20, 2011</b>
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