

RED LAKE-EAR FALLS OPP DETACHMENT BOARD

By-Law No. 2024-01

**BEING A BY-LAW TO ADOPT
AN ABUSE, VIOLENCE AND HARASSMENT POLICY**

WHEREAS it is an insurance requirement for the Red Lake-Ear Falls OPP Detachment Board to adopt an Abuse Policy;

NOW THEREFORE the Red Lake-Ear Falls OPP Detachment Board **HEREBY ENACTS AS FOLLOWS:**

1. **THAT** the Abuse, Violence and Harassment Policy, attached hereto as Schedule "A" and forming a part of this By-Law, is hereby adopted.
2. **THAT** this By-Law shall come into force and take effect upon the final passing thereof.

READ a FIRST AND SECOND TIME this 21st day of October, 2024.

_____, Chair

Christine Goulet,
Administrator

READ a THIRD TIME and FINALLY PASSED this 21st day of October, 2024.

_____, Chair

Christine Goulet,
Administrator

RED LAKE – EAR FALLS OPP DETACHMENT BOARD POLICY

Subject: Abuse, Violence and Harassment Policy	Approval Date: October 21, 2024	By-Law No. 01-2024
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1.0 BACKGROUND

The Red Lake-Ear Falls OPP Detachment Board (hereinafter referred to as the “Board”) recognizes the potential for abuse, violence and harassment in the workplace. The Board is committed to providing a safe, healthy and supportive work environment by treating others with respect, fairness and sensitivity. It will make every reasonable effort to identify all potential sources of such risk to eliminate or minimize them through our workplace abuse, violence and harassment prevention program. The Board will not tolerate any form of abuse, violence or harassment within the workplace or during work-related activities. The Board is committed to allotting whatever time, attention and authority and resources necessary to ensure a safe and healthy working environment for all. The Board will take every reasonable precaution to protect an employee from physical injury if we become aware of believe that domestic violence is at risk.

1.1 PURPOSE

The purpose of this policy is:

- a) To maintain an environment that is free from harassment or abuse.
- b) To identify the behaviours that are unacceptable.
- c) To establish a mechanism for receiving complaints.
- d) To establish a procedure to deal with complaints.

1.2 POLICY STATEMENT

The Red Lake-Ear Falls OPP Detachment Board will not tolerate any form of physical, sexual, emotional, verbal, or psychological abuse, nor any form of neglect or harassment.

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1.3 DEFINITIONS - CONTINUED

- f) “Verbal/Emotional/Psychological abuse” is a pattern of behaviour that makes someone feel worthless, flawed, unloved, or endangered. Like other forms of abuse, it is based on power and control. Examples include: swearing, put-downs/name calling over a period of time, labelling the victim in a derogatory way such as stupid, crazy or irrational, acts of humiliation, extreme jealous behaviour, attacking the victim’s self-esteem in other ways. It can also include harming pets and damaging property.
- g) “Workplace Bullying” is repeated and persistent negative acts towards one or more individuals, which involve a perceived power imbalance and create a hostile work environment (Salin, 2003)
- h) “Workplace Sexual Harassment” is:
- Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome or
 - Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome
- i) “Workplace Violence” is:
- the exercise of physical force by a person 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 could cause physical injury to the worker; or,
 - 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.

1.4 ROLES AND RESPONSIBILITIES OF PARTIES

- a) **BOARD**
- Ensure that measures and procedures in the violence and harassment prevention program are carried out. Be accountable for responding to and resolving complaints of violence.

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b) **EMPLOYEES:**

- Participate in education and training programs so you can respond suitably to any incident of workplace violence or harassment.
- Understand and comply with the violence and harassment prevention policies and related procedures.
- Report all incidents or injuries of violence/harassment or threats of violence/harassment to your supervisor immediately. Complete the Workplace Violence Incident Report.
- Contribute to risk assessments.
- Seek support when confronted with violence/harassment or threats of violence.
- Get medical attention.
- At least once a year, participate in a review of the workplace violence and harassment prevention program.

1.5. REPORTING AND INVESTIGATION

- a) Employees are to report all violence-related incidents or hazards to the Board Chair. This report can be made confidentially at the employee's request. However, sharing information to ensure the safety of others and prevent recurrence may be necessary (e.g., contents of a police report).
- b) The Board Chair receiving the report arranges for an investigation and ensures that measures are taken to safeguard employees and curtail the violence or harassment. No report of workplace violence/harassment or risks of violence may be the basis of reprisal against the reporting employee.
- c) The Board reports all injuries to the MOL and WSIB as required by the *Occupational Health and Safety Act* and *Workplace Safety and Insurance Act*.

1.6. RESPONSE PROCEDURES

- a) Using the incident investigation form, the Board Chair documents all reports of workplace violence/harassment, hazards and measures taken to address them.
- b) If the resolution of the incident is beyond the authority of the Board Chair, she/he must make the Board aware of the report. The Board may require outside assistance to have the matter investigated (e.g., when the incident involves a member of the Board).

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2.0 PROGRAM EVALUATION

The effectiveness of the workplace violence and harassment prevention program is evaluated and reviewed by the Board annually.

The Board is accountable for establishing and implementing the policy and procedures related to workplace violence and harassment. Responsibility for complying with the health and safety policy is part of an employee's job description. Included in the health and safety components of job descriptions are the Board's responsibilities for enforcing policy and procedures, investigating and responding to workplace violence and harassment.

2.1 ACCOUNTABILITY

All workplace parties are accountable for complying with the policy, program, measures and procedures related to workplace violence.

2.2 RECORDS

All records of reports and investigations of workplace violence and harassment are kept for five years.

2.3. POLICY REVIEW

This workplace violence and harassment prevention policy and program will be reviewed annually.

History		
Approval Date:	October 21, 2024	By-Law No. 01-2024
Amendment Date:		

Review		
Approval Date:		Approved by:
Next Review Date:		

APPENDIX- WORKPLACE VIOLENCE REPORTING PROCEDURES

Any member of the Red Lake-Ear Falls OPP Detachment Board or an employee of the Board who believes that he or she is threatened or who experiences or witnesses any workplace violence as defined in the Abuse, Violence and Harassment Policy must promptly report it using the Workplace Violence Incident Report form.

When threatening or violent behaviour is connected to the Red Lake-Ear Falls OPP Detachment Board, the Board member or employee must report incidents immediately using the following procedure:

1. Everyone has a responsibility for reporting threats or violence to the Board Chair. If the Board Chair is involved in the act, the Board Member or employee contacts the Vice-Chair. In all cases, the Workplace Violence Incident Report form needs to be completed.
2. If the perpetrator has no relationship to the organization (Type I) or has a personal relationship with a Board Member or employee (Type II), the Board Chair consults the Board and contacts the OPP. The OPP are also to be called in incidents involving serious, life-threatening injuries to any client or employee.
3. The Board Chair must investigate all reports of violence.
4. The Red Lake-Ear Falls OPP Detachment Board takes all reported incidents of violence seriously and will not ignore, condone or tolerate disruptive, threatening or violent behaviour by any member of the organization.
5. Board members, employees, visitors, volunteers or outside contractors engaged in such behaviour shall be removed from the premises as quickly as safety permits. They shall be banned from access to the premises pending the outcome of an investigation. The investigation will be conducted by the selected response team members who will be assembled at the direction of the Board Chair or his/her designate, including the Board.
6. The Board will do its best to preserve and protect the anonymity of those involved and confidentiality in the alleged case. However, it may not be possible to preserve confidentiality or anonymity of those involved as it may be necessary for the Board to take action, including consultation with others.
7. If an individual involved believes the matter has not been resolved in a satisfactory manner, the individual may file a grievance to the Board. In no circumstances will any person who in good faith reports an incident of threats, intimidation or violence, or assists in its investigation, be subject to any form of retribution, retaliation or reprisal.
8. Any person who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to disciplinary action. A person who believes s/he has been or is being subjected to retribution or retaliation should immediately notify the Board Chair, or his/her designate or the Board.

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Workplace Harassment Incident Report Form

IMPORTANT: Give this form to the Board Chair or designate immediately upon completion.

Name: _____

Please provide a detailed description of the behaviour or incident(s) about which you are making a complaint or attach the description to this form. Include the following information and anything else that would help the Board Chair/Board understand your complaint.

What Happened?

Who was involved?

When did the incident(s) occur?

Where did the incident(s) take place?

Who (if anyone) witnessed the incident(s)?

Please attach any documents, emails, or other materials that support your claim of harassment.

Date: _____

Signed: _____

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to discipline.