

## **Workplace Violence and Harassment Policy Township of Springwater**

Approved: May 31, 2010  
Effective: June 15, 2010  
Next Review: June 2011

Department: All Departments  
Subject: Violence, Harassment  
Policy Number: A09 WO

### **A. Policy Statement**

The Township of Springwater is committed to taking all reasonable steps to ensure the health, safety and dignity of all employees and workers in the workplace.

Employees and workers have the right to work in a safe and respectful environment, free of physical violence and emotional harassment.

Any threats or acts of violence or harassment by or against employees, workers or the public are unacceptable and will not be tolerated.

The Township is committed to meeting or exceeding all of the legal requirements, duties and standards set by the *Occupational Health and Safety Act* and its applicable regulations related to workplace violence and harassment.

A comprehensive Workplace Violence Policy Statement and Workplace Harassment Policy Statement are included as Attachment E and Attachment F of this Policy.

### **B. Purpose**

The purpose of this policy is to ensure that:

- i. Individuals understand that acts of violence or harassment are considered a serious matter for which immediate action will be taken;
- ii. Individuals subjected to threats or acts of violence or harassment are encouraged to report all such incidents immediately to their supervisor or human resources department;
- iii. Individuals have available recourse if they are subjected to, or become aware of, situations involving workplace violence or harassment;
- iv. An assessment will be conducted to assess the risk and/or potential risk of violence in the workplace; and
- v. Written measures and procedures will be established to eliminate and/or reduce the risk of workplace violence and harassment.

### **C. Scope**

This policy applies to all workers with respect to violence and harassment within the workplace.

This policy recognizes that workplace harassment and violence may occur between co-workers, workers and clients/customers, and workers and strangers.

This policy applies to all workplace activities that occur both at and away from the workplace. Every individual at the Township has the responsibility to ensure a healthy, safe and respectful work environment.

### **D. Definitions**

“Council” means the Council for the Corporation of the Township of Springwater.

“Joint Health and Safety Committee” means the Joint Health and Safety Committee for the Corporation of the Township of Springwater.

“Personal Information” means recorded information about an identifiable individual including:

- a) Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual
- b) Information relating to the education, medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved
- c) Any identifying number, symbol or other particular assigned to the individual
- d) The address, telephone number, fingerprints or blood type of the individual
- e) The personal opinions or views of the individual except where they relate to another individual
- f) Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence
- g) The views or opinions of another individual about the individual
- h) The individual’s name where it appears with other Personal Information relating to the individual or where the disclosure of the name would reveal other Personal Information about the individual

“Supervisor” means a person who has charge of a workplace or authority over a worker.

“Township” means the Corporation of the Township of Springwater.

“Worker” means a person who performs work or supplies services for monetary compensation but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program.

“Workplace Harassment” means 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” means:

- 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, or
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker, or
- c) a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

#### **E. General**

This Policy shall be administered by all departments.

This Policy shall be referred to as the ‘Workplace Violence and Harassment Policy’.

This Policy shall come into force and effect on June 15, 2010.

This Policy shall be reviewed annually and/or as often as necessary.

#### **F. Authority**

This Policy has been developed as per the requirements of the *Occupational Health and Safety Act*, and the *Bill 168 Occupational Health and Safety Amendment Act, 2009*.

The authority for the Workplace Violence and Harassment Policy shall be endorsed by the Township of Springwater Joint Health and Safety Committee and by the approval of the Township of Springwater Council.

**ATTACHMENT A**  
**PROCEDURES FOR THE WORKPLACE VIOLENCE AND HARASSMENT POLICY**

A. General

Due to the nature of work, some workplaces within the Township may be at a greater risk for workplace violence. This includes workplaces that involve the following activities:

- Working in a community-based setting
- Working with unstable or volatile clients
- Handling cash
- Mobile workplaces
- Contact with clients
- Working in high crime areas
- Securing/protecting valuables
- Transporting people and/or good
- Working alone or in small numbers

The Township is committed to the promotion of a work environment in which all individuals are treated with respect and dignity, and a workplace that is free of workplace violence and harassment.

A comprehensive Workplace Violence Policy Statement and Workplace Harassment Policy Statement are attached as Attachment G and Attachment H and will be posted on all Township Health and Safety Boards.

B. Workplace Violence

Workplace violence will not be tolerated by any employee within the Township.

The Township has established specific procedures that workers must follow to report all incidents of violence in the workplace and to report concerns about situations that could become violent. These procedures have been established to ensure that incidents receive an appropriate and timely response.

In the event of any violent incident within the workplace, the following measures are to be followed by supervisors and workers:

- Worker is to report the incident of violence to the supervisor
- The supervisor will conduct an investigation into the incident using the confidential Workplace Violence and Harassment Conflict Incident Cover Report and/or confidential Workplace Violence and Harassment Conflict Incident In-Depth Report (Attachment E and Attachment F)
- If required, the Confidential Violence and Harassment Workplace Conflict Incident Report(s) will be forwarded to the Joint Health and Safety Committee

- Based on the incident, the procedures within the Progressive Discipline Policy may be initiated

If the event is a serious workplace violence situation, the Township should first notify the police or emergency responders for immediate assistance.

In the event of a critical injury:

1. The worker shall notify their supervisor immediately of the occurrence. The supervisor shall notify the Chief Administrative Officer, the Manager of Human Resources and Joint Health and Safety Committee Certified Members **IMMEDIATELY** of the occurrence.
2. The Chief Administrative Officer, the Manager of Human Resources or Certified Members shall immediately notify the Ministry of Labour.
3. The Chief Administrative Officer, Manager of Human Resources, or Certified Members shall notify legal counsel.

If there is an incident of workplace violence and a worker is disabled or requires medical attention, the Township will notify the Joint Health and Safety Committee within four days of the incident.

### C. Workplace Harassment

Workplace harassment may escalate to threats or acts of physical violence or a targeted worker may react violently to prolonged harassment in the workplace. It is important for the Township to recognize these behaviours and to deal with them promptly as they could lead to workplace violence.

In the event of an incident of workplace harassment, the following measures are encouraged to be followed by supervisors and workers:

- The worker is encouraged to report the incident of harassment to their supervisor
- The supervisor will conduct an investigation into the incident using the confidential Workplace Violence and Harassment Conflict Incident Cover Report and/or confidential Workplace Violence and Harassment Conflict Incident In-Depth Report (Attachments E and F)
- The confidential Workplace Violence and Harassment Conflict Incident Report(s) may be forwarded to the Joint Health and Safety Committee
- Based on the incident, the procedures within the Progressive Discipline Policy may be initiated

The Workplace Violence and Harassment Program will help workplace parties recognize and deal with workplace harassment before it escalates into possible workplace violence.

D. Domestic Violence Responsibility

If the Township becomes aware, or ought reasonably to be aware, of domestic violence that may occur in the workplace and would likely expose a worker to physical injury, the Township will take every precaution reasonable in the circumstances for the protection of the worker(s).

E. Duty to Provide Information

The Township has a legal duty to provide workers with information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if:

- the worker can be expected to encounter that person in the course of her or her work, and
- the risk of workplace violence is likely to expose the worker to physical injury.

This includes providing information concerning co-workers and clients/customers with a history of violent behaviour. The Township and supervisors have a 'duty to warn'.

F. Worker Refusal

A worker is permitted to refuse work if they have reason to believe that they may be endangered by workplace violence.

A worker is permitted to refuse work if they have reasonable grounds to believe that workplace violence continues to be likely to endanger himself or herself.

Firefighters, in the course of their duty of responding to emergency situations, are not eligible to refuse work as their jobs include the protection of public safety. The exclusion occurs when the danger is an inherent or normal part of their job or the refusal would endanger the life, health or safety of another person.

The Workplace Violence and Harassment Program will include measures and procedures for workers to report workplace violence incidents and for employers to investigate and deal with those incidents or complaints. These measures are intended to help workers, supervisors and the Township address workplace violence concerns before they escalate to work refusals.

If a worker refuses work due to workplace violence, they are to remain in a safe place as near as reasonably possible to his or her workstation while waiting for the Township to investigate. The location of the safe place will depend on the circumstances that led to the work refusal.

G. Reprisals Prohibited

This Policy prohibits any form of reprisal against a worker, who, in good faith, reported a workplace violence or harassment incident.

Direct and indirect retaliation for exercising rights or responsibilities under this policy will not be permitted.

Reprisals include but are not limited to any of the following toward a worker – hostility, exclusion/ostracism, negative remarks, demeaning duties, discriminatory behaviour, harassment, demotion, suspension and dismissal.

#### H. Risk Assessment

The Township will conduct a violence risk assessment of all workplaces which will include the following:

- Assess the risk of workplace violence that may arise from the nature of the workplace, type of work or conditions of work.
- Take into account the circumstances of the workplace and circumstances common to similar workplaces.
- Develop measures and procedures to control identified risks that are likely to expose a worker to physical injury. These measures and procedures must be part of the workplace violence program.

Employees will complete an individual violence risk assessment using the Individual Workplace Violence Risk Assessment Form (Attachment C). Upon the completion of the risk assessments, the results may be provided to the Joint Health and Safety Committee for review and consultation.

A violence risk assessment will be done for each workplace using the Workplace Violence Risk Assessment Form (Attachment D). This assessment will be completed by a manager from the Township and/or representatives from the Joint Health and Safety Committee. Upon the completion of the risk assessments, the results may be provided to the Joint Health and Safety Committee for review and consultation. Workplaces are to be re-assessed as often as needed to ensure the Policy and related programs continue to protect workers from workplace violence.

#### I. Workplace Violence and Harassment Program

To ensure compliance with the procedures of this policy, the Township will develop and maintain a violence and harassment program. The program shall include written measures and procedures to:

- Control risks likely to expose worker to physical injury
- For summoning immediate assistance when workplace violence occurs or is likely to occur
- For workers to report incidents of workplace violence and harassment to the employer or supervisor

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- On how the employer will investigate and deal with incidents or complaints of workplace violence and harassment

The Workplace Violence and Harassment Program will be delivered to all workers and will be updated as required.

**ATTACHMENT B  
RESPONSIBILITIES**

**1. MANAGEMENT RESPONSIBILITIES:**

- a. Act respectfully at work and while conducting work related activities
- b. Conduct a risk assessment to identify workplace violence and harassment potential hazards
- c. Inform workers and/or health and safety representative or Joint Health and Safety Committee of the results of the assessment and provide copies
- d. Take all reasonable precautions to minimize or eliminate violence related hazards
- e. Establish procedures for preventing, reporting, investigating, documenting and debriefing workplace violence and harassment incidents
- f. Ensure workers are provided with information and instruction that is appropriate for the worker on the contents of the policy and program with respect to the prevention of workplace violence and harassment
- g. Take every reasonable precaution to protect workers in cases where domestic violence would likely expose a worker to physical injury in the workplace
- h. Review the efficiency of the workplace violence and harassment prevention program and procedures on a regular basis and in consultation with the Joint Health and Safety Committee, health and safety representative or workers
- i. Take every precaution reasonable in the circumstances for the protection of a worker, if management is aware or ought reasonably to be aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace
- j. Provide information, including personal information, related to a risk of workplace violence from a person with a history or violent behaviour if a worker can be expected to encounter that person in the course of his or her work and the risk of workplace violence is likely to expose that worker to physical injury

**2. SUPERVISOR RESPONSIBILITIES:**

- a. Act respectfully at work and while conducting work related activities
- b. Promote and encourage reporting incidents of violence and harassment

- c. Maintain records of violence and harassment related complaints, issues, concerns and investigations
- d. Ensure workers receive training on the workplace violence and harassment prevention program
- e. Assist in investigating claims of workplace violence and harassment
- f. Provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if a worker can be expected to encounter that person in the course of his or her work and the risk of workplace violence is likely to expose that worker to physical injury

### **3. WORKER RESPONSIBILITIES**

- a. Act respectfully at work and while conducting work related activities
- b. Attend training and education sessions when required
- c. Immediately report to Supervisor an incident and/or knowledge of workplace violence or harassment
- d. Cooperate with investigations
- e. Follow the measures and procedures set out in the Township workplace violence and harassment prevention program

**ATTACHMENT C**  
**INDIVIDUAL WORKPLACE VIOLENCE RISK ASSESSMENT FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Work Location: \_\_\_\_\_

1. Have you experienced verbal abuse (swearing, insults, teasing, bullying) while being an employee with Springwater?  Yes  No  
If yes, did you report the incident(s)?  Yes  No  
If yes, how did you report the incident(s)?  Orally  Written  Other \_\_\_\_\_  
What was the relationship of the abuser to you?  
 Co-worker  Client/Customer  Member of the Public  Other \_\_\_\_\_
  
2. Have you experienced verbal or written threats (eg. 'If you don't get off my back, you'll regret it') while being an employee with Springwater?  Yes  No  
If yes, did you report the incident(s)?  Yes  No  
If yes, how did you report the incident(s)?  Orally  Written  Other \_\_\_\_\_  
What was the relationship of the abuser to you?  
 Co-worker  Client/Customer  Member of the Public  Other \_\_\_\_\_
  
3. Have you been threatened with physical harm (eg., someone shaking a first, throwing objects, committing vandalism) while being an employee with Springwater?  Yes  No  
If yes, did you report the incident(s)?  Yes  No  
If yes, how did you report the incident(s)?  Orally  Written  Other \_\_\_\_\_  
What was the relationship of the abuser to you?  
 Co-worker  Client/Customer  Member of the Public  Other \_\_\_\_\_
  
4. Have you experienced a physical assault or attack while being an employee with Springwater?  Yes  No  
If yes, did you report the incident(s)?  Yes  No  
If yes, how did you report the incident(s)?  Orally  Written  Other \_\_\_\_\_  
What was the relationship of the abuser to you?  
 Co-worker  Client/Customer  Member of the Public  Other \_\_\_\_\_

5. Do you ever:
- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Work alone or with a small number of co-workers? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Work in a community-based setting?               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Work late at night or early in the morning?      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Working with unstable or volatile clients        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Handle cash                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Work in a mobile workplace                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have contact with clients                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Work in high crime areas                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Secure / protect valuables                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Transport people and/or goods                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
6. Are you concerned about violence on the job?  Yes  No  
If yes, what is the source of your concern?
- 
7. Have you been trained by the Township to recognize potential incidents of harassment or violence?  Yes  No  
Do you know what workplace violence policies and programs exist in the Township?  Yes  No  
Have you received training in recognizing, preventing and dealing with workplace violence or harassment?  Yes  No  
Have you received training on the security devices available to you?  Yes  No  
Do you think you are prepared to handle a violent situation or harassment exhibited by another person?  Yes  No
8. Has your workplace been designed to protect you from workplace violence?  Yes  No  
Do you have any suggestions for further protection?
- 
9. Do you believe that violence in your workplace is a:  
 high risk  medium risk  low risk

**ATTACHMENT D**  
**WORKPLACE VIOLENCE RISK ASSESSMENT FORM**

Workplace: \_\_\_\_\_ Address: \_\_\_\_\_

**1. Parking Lot**

- Are the entrances and exits well marked?  Yes  No
- Does the lot have signs with security reminders?  Yes  No
- Is there enough lighting?  Yes  No
- Are alarms clearly marked?  Yes  No
- If yes, is there a secured parking lot for company vehicles after hours?  Yes  No
- Do pass cards control access to the lot?  Yes  No
- Are company vehicles parked on-site after hours?  Yes  No
- If yes, is there a secured parking lot for company vehicles after hours?  Yes  No
- Have vehicles been stolen from the parking lot?  Yes  No
- Have vehicles been broken into?  Yes  No

**2. Outside of the Workplace (Perimeter)**

- Is the workplace near any buildings or businesses that are at risk from violent crime (eg. banks, bars)  Yes  No
- Do violent, criminal, drunk, or drugged persons ever come into the workplace?  Yes  No
- Is the workplace located in a high-crime area?  Yes  No
- Are there signs of vandalism?  Yes  No
- Is the workplace located in a dense manufacturing area?  Yes  No
- Is the workplace isolated from other buildings?  Yes  No
- Is there graffiti on the workplace walls?  Yes  No
- Is the workplace entrance well lit?  Yes  No
- Are the outside lights checked before dark?  Yes  No
- Are garbage areas, external buildings, or equipment that employees use:
- In an area with good visibility?  Yes  No
- Close to the main buildings with no possible hiding places?  Yes  No
- Is the workplace shared with other businesses?  Yes  No
- If yes, is the entry to the workplace(s) controlled?  Yes  No
- Is there a system to alert employees if intruders enter?  Yes  No
- Are offices designed so that public and private spaces are clearly identified?  Yes  No
- Are coded cards or keys used to control access to the workplace or to certain areas within the workplace?  Yes  No
- If yes, is there a system in place to limit the number of keys/entry cards given out?  Yes  No
- Are the locks/codes changed immediately if keys/cards are lost or misplaced?  Yes  No

**3. Security System**

- Is there a security system at the workplace?  Yes  No
- If yes, is the system tested on a regular basis?  Yes  No
- Is the security system adequate?  Yes  No
- Are there security guards/safety walking services available?  Yes  No
- Are signs posted indicating that a security system is in place?  Yes  No

**4. Reception (if applicable)**

- Is the reception area easily seen and easy to get to?  Yes  No
- Can the receptionist(s) clearly see incoming visitors/customers?  Yes  No
- Is the reception area visible to fellow employees or members of the public?  Yes  No
- Is the reception area staffed at all times?  Yes  No
- Can outsiders enter the building when there is no receptionist present?  Yes  No
- Is the reception area the first stop for visitors?  Yes  No
- Is there a policy for receiving, escorting, and identifying visitors?  Yes  No
- Does the reception area function as a security screening area for unwanted visitors?  Yes  No
- Does the receptionist work alone at times?  Yes  No
- Is there an emergency call button at the reception area?  Yes  No
- If yes, have response procedures been developed?  Yes  No
- Are there objects/tools/equipment in this area that someone could use as a weapon?  Yes  No

**5. Signs**

- When entering the workplace, are there signs to identify the location?  Yes  No
- Are there signs within the workplace identifying where to get emergency assistance, if needed?  Yes  No
- If no, what signs are needed? \_\_\_\_\_
- Are visitor areas and private areas clearly marked?  Yes  No
- Are rules for visitors clearly posted?  Yes  No
- Are there exit signs?  Yes  No
- Are there areas where exit signs are not present, but are needed?  Yes  No
- If yes, where? \_\_\_\_\_
- Can the posted signs be easily seen by everyone?  Yes  No
- If no, where are these signs located? \_\_\_\_\_
- Are the hours of operation clearly posted?  Yes  No
- Impression of overall signs?  Very Poor  Poor  Satisfactory  
 Good  Very Good
- What other signs should be added? \_\_\_\_\_

**6. Lighting**

List areas where lighting is a concern during the inspection:

- 
- Is the lighting evenly spaced?  Yes  No  
Are any of the lights out?  Yes  No  
If yes, where are they located? \_\_\_\_\_  
Can the main light control switches be accessed?  Yes  No

**7. Stairwells and Exits**

- Do exit doors identify the exit location?  Yes  No  
Could someone easily hide at the bottom of stairwells?  Yes  No  
If yes, where? \_\_\_\_\_  
Is the lighting bright enough?  Yes  No  
Can lights be turned off in the stairwell?  Yes  No  
Is there more than one exit route?  Yes  No  
Are there any exit routes which prevent someone from getting away?  Yes  No  
If yes, where? \_\_\_\_\_  
Do stairwell doors lock behind you:  
During regular hours of operation?  Yes  No  
After regular hours of operation?  Yes  No

**8. Possible Areas for an Attack**

- Are there empty rooms that should be locked?  Yes  No  
If yes, where? \_\_\_\_\_

**9. Places to Hide**

- Are there small areas where someone could hide?  Yes  No  
What would make it easier to see if someone is hiding?  
\_\_\_\_\_  
Do members of the public enter the workplace from the front only?  Yes  No

**10. Elevator (if applicable)**

- Can the elevator been seen prior to occupancy?  Yes  No  
Is there an emergency phone or emergency call button in each elevator?  Yes  No  
Is there a response procedure for elevator emergencies?  Yes  No

**11. Washrooms**

- Can the public use the same washroom as staff?  Yes  No  
Can the lights in the washrooms be turned off?  Yes  No  
Are washrooms checked before the workplace is vacated?  Yes  No

**12. Individual Offices**

- Are employees at risk from workplace violence due to their office layout?  Yes  No
- Has employee furniture been arranged to:
- Allow for a quick exit from the office?  Yes  No
  - Maintain a safe distance between employees and clients?  Yes  No
- Are there objects that can easily be used as weapons?  Yes  No
- Do these offices have good visibility?  Yes  No

**13. Interview and Meeting Rooms**

- Does the workplace have a separate interview/meeting room?  Yes  No
- If yes, can employees see it?  Yes  No
  - Is there an alarm system in this room?  Yes  No
  - Is the furniture arranged to allow for emergency exits?  Yes  No

**14. Emergency Assistance**

- Has an emergency contact number been established for use:
- During regular hours of operation?  Yes  No
  - After regular hours of operation?  Yes  No
- Are emergency numbers posted on phones?  Yes  No
- Are emergency phones accessible in all areas?  Yes  No
- In no, where is access needed? \_\_\_\_\_
- Is there a designated 'safe' room where employees can go during an emergency?  Yes  No
- If yes, does this room have a telephone and a door that can be locked from the inside?  Yes  No

**15. Areas of Improvement**

What areas of improvement need to be addressed?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Workplace Violence Assessment Completed By:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**ATTACHMENT E  
WORKPLACE VIOLENCE AND HARASSMENT CONFLICT INCIDENT  
COVER REPORT**

**CONFIDENTIAL**

Complainant's Name: \_\_\_\_\_

Department / Location: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Name of Respondent(s): \_\_\_\_\_

Name(s) of Witness(es), if any: \_\_\_\_\_

Time and Date of Incident Reported: \_\_\_\_\_

Complainant's Signature: \_\_\_\_\_

Acknowledgement of Receipt: \_\_\_\_\_

Date: \_\_\_\_\_



**ATTACHMENT G**  
**WORKPLACE VIOLENCE POLICY STATEMENT**

June 15, 2010

The management of the Township of Springwater is committed to the prevention of workplace violence and is ultimately responsible for the worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to all Township employees including volunteer firefighters. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.

The Township of Springwater, as the employer, will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

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Winanne Grant, CAO

**ATTACHMENT H**  
**WORKPLACE HARASSMENT POLICY STATEMENT**

June 15, 2010

The management of the Township of Springwater is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace – a comment or conduct that is known or ought reasonably to be known to be unwelcome.

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

Workers are encouraged to report any incidents of workplace harassment.

Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal of Ontario on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

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Winanne Grant, CAO