



# Northeastern Catholic District School Board

## WORKPLACE VIOLENCE PREVENTION

Policy Number: H-3

Authority: 10-131/14-154/20-08/21-24/21-110

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) is a community that fosters a Christ-centered positive school climate, free from violence. The educational community is a place that promotes responsibility, respect, civility, and academic excellence in a safe and healthy learning and teaching environment in which all employees are treated with respect and dignity.

This Policy is intended to provide greater awareness of the value of establishing and maintaining respectful working and learning environments. Workplace violence, or threats of violence, will not be tolerated. Therefore, the Board has adopted this policy which prohibits violence and threats of violence, and encourages employees to take affirmative steps to identify and address potentially violent situations.

### REFERENCES

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*Education Act*

*Occupational Health and Safety Act*

### DEFINITIONS

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#### WORKPLACE VIOLENCE

Defined by the Ministry of Labor (MOL) as:

- (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 a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Examples include but are not limited to: verbally threatening to attack a worker, leaving threatening notes or sending threatening emails, throwing an object at a worker, shaking a fist in the worker's face.

#### WORKPLACE

Any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the parameters of this Policy.

## REPRISAL

Any act of retaliation, either direct or indirect.

## POLICY REGULATIONS

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### 1.0 GUIDELINES

- 1.1 The Board shall comply with the responsibilities placed upon employers by the *Occupational Health and Safety Act*.
- 1.2 The Board shall assess the risks of workplace violence that may arise from the nature of the workplace, in accordance with the provisions of the *Occupational Health and Safety Act*.
- 1.3 All reasonable practical steps shall be taken to avoid, reduce, or control, any foreseeable risks to the health and safety of persons who may be affected by its activities.
- 1.4 The Workplace Violence Prevention Policy shall apply to all Board employees, and other users, such as but not limited to members of consultative committees, clients of the Board, parents, volunteers, permit holders, contractors, and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This Policy also covers workplace violence by such persons which is proven to have repercussions that adversely affect the Board's learning and working environment.
- 1.5 The rights of students to a respectful working and learning environment, free from violence, shall be dealt with under other appropriate policy, legislation, or regulations including, but not limited to, the *Education Act*, the *Safe Schools Act*, Ontario Schools Code of Conduct, and codes of behaviour. This Policy applies, however, in appropriate circumstances where risks of workplace violence may arise because of student behaviours
- 1.6 The rights and responsibilities of trustees in regards to a respectful working environment free from workplace violence shall be dealt with under the appropriate policy, legislation, or regulations including but not limited to the *Code of Ethics for Catholic School Trustees* and the *Education Act*.
- 1.7 This Policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. The Board shall take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence.
- 1.8 The Board will develop a workplace violence prevention program to implement its risk of workplace violence.