



Northeastern  
Catholic District  
SCHOOL BOARD

# Northeastern Catholic District School Board

## Workplace Violence Prevention Program

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## **1.0 BACKGROUND**

- 1.1 NCDSB recognizes that violence in the workplace is an occupational health and safety concern, and is committed to providing a safe and secure working environment for our employees, agents, and those who have authorized access to NCDSB premises. It is an expectation of the Board that all its employees or others on Board business will, at all times, conduct themselves in a courteous, polite manner while dealing with the general public or members of the educational community. Accordingly, NCDSB will protect and fully support any employee who is threatened, abused, or put at personal risk in the proper exercise of his/her duties.

## **2.0 PURPOSE**

- 2.1 To deal with the low frequency, but high priority that threats of violence have in the learning environment, the Manager of Human Resources will monitor the internal risk environment of the Board and respond to events that could jeopardize NCDSB staff. Human Resources will develop tools to assist Principals, Managers and Supervisors to resolve confirmed threats or acts of violence by: monitoring policy, conducting risk assessments, developing contingency plans, organizing resources, investigating serious incidents and ensuring that there is general awareness of Board practices and procedures to respond to workplace threats.

## **3.0 REFERENCES AND RELATED DOCUMENTS**

- *Workplace Violence and Harassment: Understanding the Law*, Occupational Health and Safety Branch, Ministry of Labour, March 2010
- Ontario Occupational Health and Safety Act
- *Canadian Charter of Rights and Freedoms*
- *Ontario Human Rights Code*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Teaching Profession Act*
- *Ontario College of Teachers Act, 1996*
- *Education Act*
- *Safe Schools Act*
- Board Policy # - *Occupational Health and Safety*
- Board Policy # - *Workplace Violence Prevention*
- Administrative Procedure # - *School Board and Police Protocol*
- Administrative Procedure # - *Student Code of Conduct*
- *Workplace Violence Prevention Resolution, Appendix A*
- *Workplace Violent Incident Report Form, Appendix B*
- *Worksite Risk Assessment Survey, Appendix C*

## **4.0 SCOPE**

- 4.1 These procedures apply to all work activities that occur while on Board premises, or while engaging in workplace activities or workplace social events organized or sanctioned by the Board or School Administrator.

- 4.2 These procedures apply to all members of the Board community, including but not limited to, trustees, students, employees, visitors, parents, community members, volunteers, permit holders, contractors, and employees of other organizations who work on or are invited onto Board property.

## **5.0 TERMS AND DEFINITIONS**

“WORKPLACE VIOLENCE” is defined by the Ministry of Labour (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: verbally threatening to attack a worker, leaving threatening notes at or sending threatening emails, throwing an object at a worker, shaking a fist in the worker’s face.

WORKPLACE is 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 is any act of retaliation, either direct or indirect.

## **6.0 INFORMATION AND INSTRUCTION ON WORKPLACE VIOLENCE**

6.1 Under the Occupational Health and Safety Act:

The Employer has a general duty to:

- Provide information, instruction and supervision to protect a worker [Section 25 (20(a))].
- Provide appropriate information and instruction to workers on the contents of the workplace violence policy and program [Section 32.0.5(2)].

6.2 A Supervisor has a duty to:

- Advise workers of any actual or potential occupational health and safety dangers of which the supervisor is aware [section 27(2)(a)].
- Provide information, including personal information, to a worker about a person with a history of violent behaviour if:

- The worker could be expected to encounter the person in the course of his/her employment;

**AND**

- There is a risk of workplace violence likely to expose the worker to physical injury.

When a student meets the above criteria, the Principal shall promptly provide such information.

6.3 All workers should:

- Know how to summon immediate assistance;

- Know how to report incidents of workplace violence to the employer or supervisor;
- Know how the employer will investigate and deal with incidents, threats and complaints;
- Know, understand and be able to carry out the measures and procedures that are in place to protect them from workplace violence;
- Be able to carry out any other procedures that are part of the program.

- 6.4 The Principal/Supervisor shall contact the Manager of Human Resources to access the appropriate form of training when training is required.
- 6.5 All training must be documented and records must be kept. A copy of the record must be sent to the Manager of Human Resources for filing.
- 6.6 Instruction or training on the contents of the Workplace Violence Prevention policy and program will be done on a regular basis;
- when there are significant changes to risks encountered;
  - when there are significant changes to the workplace violence policy or program; and/or
  - when circumstances indicate additional instruction or training is needed such as when procedures are not being followed or workers do not know about them.

## **7.0 THREATS OF WORKPLACE VIOLENCE**

- 7.1 Incidents of or threats of workplace violence will be dealt with promptly by all parties concerned.
- 7.2 All incidents or threats of workplace violence will be investigated in a fair, consistent, thorough, and confidential manner.
- 7.3 An employer may become aware of domestic violence when an incident takes place at the workplace or when a concern is reported by a targeted worker, co-worker or someone else.

Under the Occupational Health and Safety act, the employer must take every precaution reasonable in the circumstances for the protection of workers when they become aware, or ought reasonably to be aware, that domestic violence may occur in the workplace, and that it would likely expose a worker to physical injury [Section 32.0.4]. Domestic violence may put the targeted worker at risk and may also pose a threat to co-workers.

Workers should be told they can report their concerns to the employer if they fear domestic violence may enter the workplace. Employers must be prepared to investigate and deal with these concerns on a case-by-case basis. In addition to evaluating a worker's specific circumstances, employers should determine how measures and procedures in the existing workplace violence program could be used to support the development of reasonable precautions for the worker. For example, individual safety plan for the employee while in the workplace.

- 7.4 Nothing in these Procedures denies or limits access to other avenues of redress available under the law or the filing of a grievance. Where there is such an occurrence, this process and the procedures will cease until the parties and their respective representatives have met with the Manager of Human Resources to determine whether a formal investigation will proceed or whether the

complainant wishes to proceed under another process. Multiple processes will not be permitted to proceed concurrently, although informal dispute resolution attempts will be permitted at any time with the agreement of the Board and the parties.

- 7.5 The following steps represent the process for reporting incidents or threats of workplace violence to the Board. The complainant is free to commence the complaint procedure at the formal or informal stage outlined herein. The complainant is also free to discontinue a complaint at any time. The Board, however, may deem the circumstances worthy of further investigation and initiate its own action.

#### 7.6 WHO MAY INITIATE A COMPLAINT

All persons who are included under section 1.4 in the Workplace Violence Prevention Policy have access to the complaint procedures.

Individuals who are victims of workplace violence, including threats of violence, may initiate a complaint. In addition, those who have witnessed workplace violence directly, have received reports of workplace violence, or have reasonable grounds to suspect that workplace violence may occur, can initiate a complaint.

Anonymous reports will not be entertained for dispute resolution under these Procedures. Third party disclosures will only go forward (to the formal stage) with the alleged victim's consent.

Each employee has the right and is encouraged to contact his or her Union/Association for assistance and advice throughout this process. Non-unionized employees are encouraged to consult with the Manager of Human Resource, or the Director of Education.

#### 7.7 TIMELINES

It is the expectation of the Board that all complaints of workplace violence will be brought forward in a timely manner.

#### 7.8 CONFIDENTIALITY

It is the duty of the supervisory and managerial personnel to maintain confidentiality in the complaint process. All complainants, respondents, and other persons involved with the complaint processes under these procedures will ensure that all matters remain confidential. Witnesses should be informed that supervisory and managerial personnel, in obtaining a statement, will maintain such statement in strict confidence, subject to their ability to conduct a full and thorough investigation.

Notwithstanding the above, procedural fairness requires that the respondent to a complaint be apprised of the nature of the complaint and by whom it has been made so that they have an opportunity to respond to the allegations. This may require the disclosure of witness names and statements to the parties.

The Board may be required to provide information obtained during an investigation to an outside agency, such as police services, court, or tribunal that has the right to require information otherwise protected by the *Municipal Freedom of Information and Protection of Privacy Act*.

#### 7.9 RECORDS

All correspondence and other documents generated under these Procedures must, subject to the *Municipal Freedom of Information and Protection of Privacy Act*, be marked "PRIVATE AND CONFIDENTIAL" and be stored in a locked and secure file in Human Resources.

#### 7.10 MISUSE OF THE RESOLUTION PROCEDURES

If there is a determination on a balance of probabilities that a complaint has been filed in bad faith, the complaint process may discontinue and disciplinary action may occur.

#### 7.11 REPRISALS

Reprisals against individuals because they have reported a complaint are strictly forbidden. Alleged reprisals will be investigated as formal complaints and, if substantiated, are subject to the same consequences as complaints of harassment

#### 7.12 IDENTIFIABLE RISKS

Through an employee survey (See Worksite Risk Assessment, Appendix C), the Board will conduct a risk assessment and determine the degree of risk of workplace violence for all Board employees in the workplace. The Board will provide the results of the risk assessment to the Joint Health and Safety Committee.

#### 7.13 IMMEDIATE ASSISTANCE AND REPORTING

When workplace violence occurs or is likely to occur, employees are encouraged to act immediately and summon assistance. For threats of violence, assaults, or other violent incidents, employees should contact their supervisory or managerial personnel, if possible, or call 911 immediately.

After requesting police involvement, and once the emergency situation is under the proper control, the particulars of the event must be detailed on the Workplace Violent Incident Report Form (See Appendix B) and submitted to the principal/ supervisor in a timely manner.

#### 7.14 VIOLENCE PREVENTION INFORMAL RESOLUTION PROCESS

Informal Resolution is a procedure that provides an opportunity for parties to resolve a dispute mutually in a respectful manner. This process for dispute resolution applies to more subtle forms of workplace violence. The Board encourages supervisory and managerial personnel to first attempt an Informal Resolution as a means of resolving these more subtle issues. If, at any time, it is determined that the issue being reviewed is an issue of "workplace harassment", the violence related investigation will be terminated and the issue will be processed pursuant to the Workplace Harassment Prevention Policy and Program.

Upon receiving a request for informal resolution, the Board's supervisory or managerial personnel will meet privately with each of the parties involved to learn the details of the event(s).

For informal complaints, where the parties are members of a Union, Association, or members of the school community, a resolution facilitated by the appropriate representative(s) is recommended, if acceptable to the parties.

After listening to the verbal descriptions of the event(s) provided by the parties involved, supervisory or managerial personnel, in consultation with Union/Association representatives, may facilitate an informal resolution by:

- suggesting that the complainant make it clear to the individual that the behaviour is not acceptable and obtain a commitment that the behaviour will stop;
- informing the individual of the concern regarding the behaviour, and the school's expectation for appropriate behaviour and by providing a copy of the Workplace Violence Prevention Policy and/or other relevant Board policies, and by obtaining a commitment that the behaviour will stop; and
- following up with the complainant to ensure that the behaviour has stopped.

In cases where an informal plan of action is implemented, supervisory and managerial personnel will follow up by monitoring the situation, holding, if necessary, subsequent meetings with the parties, and taking further steps to ensure that the behaviour has stopped.

All notes and/or other information prepared in the course of the informal complaint process will be forwarded to Human Resources for storage in a confidential workplace incident file separate from the personnel file. Only a record of the negative consequence, warning, or caution will be placed in the respondent's personnel file.

## 7.15 FORMAL RESOLUTION PROCESS

### a) INITIATING A FORMAL COMPLAINT

Where an incident or threat of workplace violence requires employees to summon immediate assistance and/or to implement any of the Emergency Plan, Emergency Response Plan, Hold and Secure Procedures and/or the Lockdown Plan, the formal complaint process will be thereafter initiated as soon as possible.

Formal complaints will only be initiated once all reasonable efforts have been made to resolve the conflict informally. The Manager of Human Resources will have the discretion to refer a formal complaint to the appropriate supervisor and the parties if he or she is not satisfied that reasonable efforts have been made to resolve the dispute informally.

Prior to initiating any employee complaint and throughout the complaint process, complainants have a right to assistance and support. Employee complainants are encouraged to contact their appropriate supervisor, a colleague, Union or Association representative for assistance and representation throughout the complaint process.

If an employee requires assistance in completing the formal complaint form, another individual such as a colleague, Union or Association representative should make the complaint on the employee's behalf. If the supervisor is the party alleged to be responsible for the objectionable behaviour or alleged to condone the objectionable behaviour, the complaint should be reported to the appropriate manager above the supervisor.

The rights of students to a respectful working and learning environment, free from violence or threats of violence, are dealt with under other appropriate policy, legislation, or regulations including, but not limited, to the Ontario *Education Act* and the Ontario Schools Code of Conduct, and codes of behaviour. Students should contact their vice-principal, principal, or, where appropriate, their school superintendent, for clarification on the process to be followed.

(b) RESPONDENTS TO A CLAIM

Individuals who are named as respondents in a complaint have a right to know in a timely manner that they are the subject of a complaint, who the complainant is, what the allegations are, and what approach to a resolution is being considered. In particular, a respondent has a right to know the specifics of an allegation, including times, dates, and alleged conduct. Respondents will be given a copy of the complaint and given time to prepare a full and complete response to the allegations.

Teachers are also advised to refer to the statutory requirements when making a report in accordance with Section 18.1 (b) of the *Teaching Profession Act* as follows:

“A member shall, on making an adverse report on another member, furnish him (her) with a written statement of the report at the earliest possible time and not later than three days after making the report.”

(c) ASSISTANCE FOR COMPLAINANTS, RESPONDENTS, AND WITNESSES

Prior to initiating any complaint and throughout the complaint process, complainants have a right to assistance and support. Individuals, who are named as respondents in a complaint, as well as witnesses, also have a right to assistance and support throughout the complaint process. The following people may provide support:

- parent/guardian/other caregiver
- professional support staff
- employee or colleague
- trained resource person
- Union/Association representative
- religious advisor
- translator/interpreter (if necessary)

(d) THRESHOLD ASSESSMENTS

All formal reports filed under the Workplace Violence Prevention Policy will be subject to an immediate threshold assessment to determine whether the alleged conduct would, if proven, meet the definition of workplace violence.

If the Board, following this threshold assessment, determines that the report filed:

- would not, if true, meet the definition of workplace violence;
- does not provide sufficient details of the alleged incident or threat of workplace violence, provided the complainant is given notice that insufficient details have been provided and given reasonable time to provide sufficient details; or
- is vexatious, frivolous, or trivial, has not been made in good faith or would, if investigated, constitute an abuse of the Workplace Violence Prevention Policy, then the complainant will be so advised and no further action will be taken under the Workplace Violence Prevention Policy.

Where allegations relate to discrimination on the basis of a ground prohibited by the Ontario *Human Rights Code*, they will be addressed using the appropriate Board policy.

(e) PROCEDURES FOR RESOLVING A FORMAL COMPLAINT

In all cases, where the Manager of Human Resources has determined that the parties have made reasonable efforts to resolve the dispute informally, and has conducted a threshold assessment to determine that a formal complaint should proceed, he or she will direct the appropriate supervisory and managerial personnel to take action to resolve the formal complaint under this Policy.

(f) FORMAL INVESTIGATION AND RESOLUTION

Formal complaints require an investigation of the complainant's allegations. Investigators will most often be the supervisory staff of the complainant and/or respondent unless such person(s) actively participated in the unsuccessful informal resolution process, in which case an alternate investigator will be appointed. Where the complainant and the respondent have different reporting structures, supervisory and managerial personnel involved will determine who the appropriate person is to take responsibility for the investigation.

In a Formal Investigation, supervisory or managerial personnel who conduct the investigation will ensure that the following steps are taken as soon as possible:

- take appropriate measures to ensure the safety of the complainant;
- notify the complainant(s), the respondent(s), and witness(es) that they are entitled to support and assistance throughout the process;
- ensure that the respondent(s) have received a copy of the complaint;
- interview the complainant(s) and/or the third party reporting the complaint;
- inform the respondent(s) of the allegations and provide an opportunity for response;
- interview the respondent(s);
- interview the witness(es);
- come to conclusions about whether a specific incident did or did not occur based on a balance of probabilities ( the question of whether behaviour is objectionable will be assessed using objective standards);
- provide a written summary of the findings and conclusions to the complainant and to the respondent and give them an opportunity to respond to same; and
- take appropriate action(s) to resolve the situation.

If the respondent declines to participate in the formal investigative process, the investigation will still proceed. The respondent should be encouraged to participate in the interest of a balanced and fair process.

(g) STANDARD OF PROOF

The standard of proof to be applied is the balance of probabilities.

(h) SUBSTANTIATION

In the event a complaint is not substantiated, no further action will be taken, subject to the section on maintaining records. In cases where the complaint is found to be trivial, vexatious, or an abuse of the process, the complainant may be subject to disciplinary action as outlined in section (i).

However, if there is need to restore a positive learning or working environment, or if the complainant and/or respondent require counselling, appropriate steps will be taken to meet such needs.

Follow-up possibilities:

- counselling for the parties;
- application of strategies to restore a positive learning/working environment;
- mediation;
- specific training for the complainant or respondent;
- workshops for the staff and/or others in the school/workplace regarding their rights and responsibilities;
- permanent separation of respondent and complainant from each other; and/or
- restorative measures.

i) DISCIPLINARY ACTIONS*i. Employee Respondents*

The appropriate supervisor or manager may impose discipline as appropriate and consistent with the circumstances.

The principles of progressive discipline will be applied in dealing with disciplinary actions under this Policy. These would include the following possibilities:

- verbal warning;
- written reprimand;
- suspension with pay;
- suspension without pay; or
- dismissal from employment with the Board.

*ii. Other Respondents*

Actions must be determined as appropriate for the individual situation and may include such responses as a letter of disapproval and caution or warning, a revoking of permits or contracts, an issuing of a trespass warning, or other remedies as provided by the common law and/or the appropriate legislation. The involvement of the Manager of Human Resources is recommended in these cases.

(j) MEDIATED RESOLUTION

Mediation involves an unbiased third party acting as a facilitator in direct communication between the parties who voluntarily agrees to enter into this process. It is an opportunity to resolve disputes in a respectful manner. It provides the opportunity to generate a variety of options for resolution and contributes to restoring the working relationship between the parties.

Where there is already a formal complaint being investigated under these procedures, at any time during the investigation, the parties may agree to hold the investigation in abeyance and attempt to achieve a mediated resolution.

Mediation is appropriate when all parties agree that a mutually agreeable solution is achievable and desirable. The investigator will request approval to mediate when the parties have expressed an interest in a mediated resolution.

Meetings required for mediation sessions will be scheduled as soon as possible and, where practical, in a time and place convenient for the complainant, the respondent, and the mediator.

When matters are resolved through mediation, the complainant and the respondent will sign a memorandum of agreement outlining the terms to which they have agreed. Supervisory and managerial personnel will ensure that the terms that the parties have agreed to have been met. Mediation is voluntary and the complainant or the respondent may choose to withdraw at any time.

7.16 REVIEW

In the event a complainant or respondent to a formal complaint has one or both of the specific concerns listed below, a request may be made to the Director of Education to convene a Review. A reviewer will be appointed by the Director of Education.

The grounds for review are:

- the investigators did not comply with the procedures; or
- new evidence has become known after the final decision but before the expiry of the ten working days limitation period for requesting a review.

No review of the final decision will be undertaken with regard to the claim that the conclusions drawn by the investigator(s) based on findings of fact were incorrect.

The reviewer will report his or her findings to the Director of Education who will affirm or amend a final decision or require that a new investigation be undertaken.

7.17 BOARD COMPLAINT

In rare circumstances, in recognition of its liability as an employer subject to the Ontario Human Rights Code, and to ensure the integrity of the Board's Policy, action may be pursued in the absence of a formal complaint. In the event that:

- the complainant is unwilling to file a formal complaint, but there are overriding concerns to be addressed, or;

- over time, there appears to be a number of complaints against the same person, even though they may not be substantiated, or;
- over time, there appears to be a number of complaints initiated by the same person, even though they may not be substantiated, or;
- the complainant is subject to any retaliation or intimidation for having pursued a matter under this Policy, or;
- the Board, or its administration, deem an event or activity to be inappropriate and contrary to the spirit of this Policy, then the Board, or its administration, will commence the complaint procedure at any one of the three steps outlined herein.

## **8.0 PROGRAM REVIEW**

The Workplace Violence Prevention Program shall be reviewed as necessary but at least annually and will focus on the effectiveness of the measures and procedures in the program. This is to ensure they are being used and are continuing to protect workers from workplace violence.

A review or revision of this program should be undertaken if:

- workers, or the Joint Health and Safety Committee , indicate measures or procedures are not adequate;
- the process of dealing with a violent incident in the workplace shows that measures or procedures are not adequate; and/or
- the workplace's response to a violent incident in the workplace shows the reporting or investigation procedure need to be revised.



## APPENDIX A

**Workplace Violence Resolution Process**

This flow-chart provides an overview of major steps in the workplace violence resolution process. Persons seeking further information regarding the resolution process are advised to refer to the Workplace Violence Prevention policy and program.

<b>INCIDENT</b>	<ul style="list-style-type: none"> <li>• A person exercises physical force against a worker, in a workplace, that causes or could cause physical injury to the worker; and/ or</li> <li>• A person attempts to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and/or</li> <li>• A statement or behavior 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 is made.</li> </ul>
<b>RECORD THE INCIDENT</b>	Complete the <i>Workplace Violent Report Form</i> , Appendix B, documenting the details of the incident, any witnesses, and any pertinent dates or times.

THE COMPLAINANT IS FREE TO COMMENCE THE COMPLAINT PROCEDURE AT THE FORMAL OR INFORMAL STAGE OUTLINED HEREIN. THE COMPLAINANT IS ALSO FREE TO DISCONTINUE A COMPLAINT AT ANY TIME.

<b>INFORMAL RESOLUTION</b>	<p>Each of the 2 parties involved should seek the advice/assistance of a colleague or Union/Association representative.</p> <p>Contact the appropriate supervisory/managerial personnel to request assistance in resolving the issue.</p> <p>Document the process.</p>
<b>FORMAL COMPLAINT - Immediate Response</b>	<p>Where workplace violence occurs or is likely to occur, employees are encouraged to act immediately and summon assistance in the form of supervisory or managerial personnel, or police involvement. The situation may also require initiation of the Emergency Plan, Emergency Response Plan, Hold and Secure Procedures and/or the Lockdown Plan.</p> <p>Following immediate assistance, and once the emergency situation is under control, the Formal Complaint will be documented.</p>
<b>FORMAL COMPLAINT -</b>	File a formal written complaint outlining the particulars of the allegation and any initial attempted resolutions.

Documentation and Notification	<p>The formal complaint is recorded on the <i>Workplace Violent Incident Report Form</i> and is submitted to the Manager of Human Resources.</p> <p>The Manager of Human Resources may refer a complaint to the appropriate supervisor and the parties for resolution if she or he is not satisfied that reasonable efforts have been made to resolve the dispute informally.</p> <p>The Manager of Human Resources will provide copies to the complainant, respondent, and their supervisory officer(s).</p>
<b>FORMAL COMPLAINT - Threshold Assessment</b>	The Manager of Human Resources will conduct a Threshold Assessment to ensure that the alleged conduct, if proven, would meet the definition of workplace violence.
<b>FORMAL COMPLAINT - Investigation</b>	<p>An investigator(s) will be assigned. An investigation of the complainant's allegations will be completed.</p> <p>The respondent will be given an opportunity to respond to the allegations.</p> <p>Interviews will be conducted and conclusions will be drawn based on the balance of probabilities.</p>
<b>FORMAL COMPLAINT - Report and Conclusion</b>	<p>A written summary of the findings and conclusions will be provided to the complainant and the respondent. They will be given an opportunity to respond.</p> <p>Appropriate actions will be taken to resolve the issue.</p>
<b>FORMAL COMPLAINT - Review</b>	<p>If within ten working days of the final decision a complainant or respondent to a formal complaint has grounds for review, a reviewer will be appointed by the Director of Education.</p> <p>The findings of the review will be reported to the Director of Education who will affirm or amend the final decision or require that a new investigation be undertaken.</p>
<b>MEDIATED RESOLUTION</b>	<p>At any time during the formal complaint investigation, and at the request of both the complainant and respondent, an unbiased third party may be requested to act as a facilitator of communication between the parties.</p> <p>Any formal investigation into the allegations will be held in abeyance while mediation is ongoing.</p> <p>Mediation is voluntary and the complainant or respondent may choose to withdraw at any time.</p>



## APPENDIX B

## PRIVATE AND CONFIDENTIAL

### Workplace Violent Incident Report Form

Violent acts in the workplace must be reported. In order for the workplace violence program to be effective, we encourage any victim of, or witness to, a violent incident in the workplace to complete this form. The Board is committed to carrying out a detailed inquiry into all complaints of assault, threat, or physical injury brought about by an employee in the workplace or in work-related circumstances away from the workplace. The Board assures its personnel that no retaliation will be taken against an employee who reports a violent act.

<b>BASIC INCIDENT INFORMATION</b>
School/Location Name:
Date of Incident:
Time of Incident:
Location of Incident:
<b>VICTIM INFORMATION</b>
Name of the Victim:
Identity of the Victim: Employee/Student/Student's Parent/Visitor/Intruder/Other _____
<b>INITIATOR INFORMATION</b>
Name of Person Making the Report (if different from above):
Job Title:
<b>ALLEGED AGGRESSOR INFORMATION</b>
If possible, name the person (s) who is (are) alleged to have engaged in the violent behavior:
Identity of the Aggressor (s): Employee/Student/Student's Parent/Visitor/Intruder/Other _____
If the aggressor could not be identified please indicate any identifying information (ex. height, gender, hair/eye colour, colour of clothes worn etc.)
<b>WITNESS INFORMATION</b>
Witness Name:
Witness Phone Number:
Witness Name:
Witness Phone Number:

