

Workplace Discrimination, Harassment & Violence Prevention	Date: Feb. 3, 2014
Procedure No: HS-3-42	Reviewed & Revised: May 9, 2016
Issued by: Jenny Reynaert	Title: Administrator

1. Purpose

The purpose of this policy and procedure is to ensure that the Occupational Health and Safety Act and the Ontario Human Rights Code are supported and complied with. To achieve this purpose, the Town of Aylmer is committed to the creation of a workplace climate that reflects cooperation, understanding, and mutual respect. The policy and procedure ensures that all staff, visitors and contractors are protected from workplace or work-related harassment, discrimination and violence.

2. Scope

This applies to all staff, contractors, subcontractors and visitors. This procedure applies to all worksites, work-related situations in the workplace or arising from the course of employment. It also applies at off-site business-related functions such as conferences, trade shows, social events related to work, and in clients' places of business. This procedure also extends to any circumstance whereby the Town of Aylmer becomes aware of any situations of domestic violence that have the potential and/or probability of causing physical injury to workers at the Town of Aylmer work locations or any place where the Town of Aylmer staff carry out work activities.

3. Definitions

Discrimination (Human Rights Code) — Making a distinction or choice that limits the access of individuals and/or groups to opportunities based on the prohibited grounds described in the Human Rights Code.

Harassment (Human Rights Code) — Comments or actions that are unwelcome to a person, or should be known to be unwelcome, based upon the prohibited grounds listed below. Harassment requires a “course of conduct,” which means that a pattern of behaviour or more than one incident is usually required. Harassment is a complex issue involving people, their perceptions and behaviour, and the social norms of society. It is not confined to any one level, class or profession. Harassment may be an expression of power or desire or both, whether it is from supervisors, co-workers, clients, or the public.

Prohibited Grounds—(Human Rights Code) — Race, national or ethnic origin, colour, religion, age, sex (including childbirth and pregnancy), sexual orientation, marital status, family status, mental or physical disability (including previous or present alcohol dependence), and pardoned conviction.

Sexual Harassment (Human Rights Code) — Sexual harassment includes unwelcome sexual contact and remarks, leering, inappropriate staring, unwelcome demands for dates, requests for sexual favours and displays of sexually offensive pictures or graffiti. For example repeated and vulgar sexual comments to a person in the workplace could constitute sexual harassment. The comments or conduct do not have to be sexual in nature. Someone may tease or bother another employee because of gender-based ideas about how men or women “should” look, dress or behave. It can also occur when

Workplace Discrimination, Harassment & Violence Prevention	Date: Feb. 3, 2014
Procedure No: HS-3-42	Reviewed & Revised: May 9, 2016
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submission to such conduct is made either implicitly or explicitly as a condition of employment. Sexual harassment may occur when submission to, or rejection of, such conduct is used as a basis for employment matters such as: promotion, raise in salary, job security and benefits affecting the employee.

Poisoned Environment (Human Rights Code) — A hostile or unwelcome workplace because of insulting or degrading comments based on the protected grounds of the Human Rights Code. The insulting or degrading comments have a negative influence on others and how they are treated.

Workplace Harassment (OHSA) — Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or might reasonably be known to be unwelcome.

Workplace Sexual Harassment (OHSA) — 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 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 that the solicitation or advance is unwelcome. **NOTE: A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.**

Workplace Violence (OHSA) —

- 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.

This definition is broad enough to include acts that would constitute offences under the Criminal Code of Canada.

Bullying — Acts or verbal comments that could “mentally” hurt or isolate a person in the workplace. It can involve negative physical contact, repeated incidents or a pattern of behavior that is intended to intimidate, offend, degrade or humiliate a particular person or groups of people. The assertion of power through aggression.

Cyber-bullying, cyber-harassment, cyber-stalking — Tormenting, threatening, intimidating, harassing, humiliating, actions against a person by an “anonymous” perpetrator, Using an electronic medium such as the internet, a cell phone, interactive and/or digital technology.

Workplace Discrimination, Harassment & Violence Prevention	Date: Feb. 3, 2014
Procedure No: HS-3-42	Reviewed & Revised: May 9, 2016
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Domestic Violence — Harassment and violence arising from personal relationships (outside the workplace), which are likely to expose a worker (victim/worker and others in the workplace) to physical injury that may occur in the workplace.

Mobbing — “Ganging up” by co-workers, subordinates or superiors, to force someone out of the workplace through rumour, innuendo, intimidation, humiliation, discrediting, and isolation. Malicious, nonsexual, non-racial, general harassment by several co-workers conspiring together.

Threatening behavior — actions that intimidate or threaten another person (e.g. shaking fists, destroying property or throwing objects).

Verbal or written threats — any expression of an intent to inflict harm, including:
-direct threats-clear and explicit communication which distinctly indicates that the potential offender intends to do harm
-conditional threats-involve a condition to threaten if something is not done to please the perpetrator
-veiled threats-usually involve body language or behaviours that leave little doubt in the mind of the victim that the perpetrator intends harm.

Verbal abuse — includes swearing, insults or condescending language.

Physical attacks — includes hitting, shoving, pushing or kicking the victim, or inciting a physical attack from another source.

Workplace (OHSA) — any land, premises, location or thing at, on, in or near which a worker works.

4. References

Occupational Health & Safety Act
Sexual Violence and Harassment Action Plan Act (Supporting Survivors and Challenging Sexual Violence and Harassment)
Workplace Violence and Harassment: Understanding the Law, Ontario Ministry of Labour Health and Safety Guidelines, March 2010
Developing Workplace Violence and Harassment Policies and Programs: A Toolbox, Occupational Health & Safety Council of Ontario,
Ontario Human Rights Code
Criminal Code of Canada
Freedom of Information and Privacy Protection Act
Violence in the Workplace Prevention Guide, Canadian Centre for Occupational Health & Safety

Workplace Discrimination, Harassment & Violence Prevention	Date: Feb. 3, 2014
Procedure No: HS-3-42	Reviewed & Revised: May 9, 2016
Issued by: Jenny Reynaert	Title: Administrator

5. Procedures

The Town of Aylmer is committed to the prevention of discrimination, harassment and violence in the workplace. We will take all reasonable precautions to protect our staff from discrimination, harassment and violence. Discriminatory, harassing, or violent behaviours on the part of anyone in the workplace are unacceptable. This policy applies to all work locations and all work activities. It also applies to all staff, contractors, sub-contractors, visitors and volunteers. Discriminatory, harassing, or violent behaviours among our clients or customers will be effectively dealt with, in order to provide for optimum health and safety protection for our staff. All affected individuals covered by this policy are responsible for upholding the goals and principles of the policy.

This policy is implemented through a program that includes the identification of hazards, control strategies, measures and procedures to prevent and respond to incidents of discrimination, harassment or violence. Prompt reporting, investigating and response to incidents form an integral part of protecting everyone from the hazards of discrimination, harassment and violence. Every reasonable attempt will be made to respect the privacy and confidentiality of everyone involved in incidents of discrimination, harassment, and violence. Elements of the program include the provision of training and information to workers, supervisors, managers and volunteers.

The Town of Aylmer, as the employer, will ensure that this policy, program, measures and procedures are implemented and maintained. Managers and supervisors are responsible for ensuring that the program, measures and procedures are followed in their respective work areas.

Workers are responsible for working in conformance to the program, measures, and procedures, and for promptly reporting all events or incidents of discrimination, harassment and violence.

5.1 General-Policy and Purpose

The Town of Aylmer shall prepare a policy with respect to workplace discrimination, harassment and violence. The policy shall be signed by the Chief Administrative Officer and will be reviewed annually (or more often if deemed necessary,) in consultation with the Joint Health and Safety Committee.

The policy shall be posted on the Town's Health and Safety Employee communication board and posted in all off-site work departments. The policy will also be placed in the health and safety procedure manual.

The purpose of the policy, and all related measures and procedures, are to ensure that the Town of Aylmer has an organizational culture that is free from discrimination, harassment and violence.

The Town of Aylmer is committed to preventing discrimination, harassment and violence in the workplace and in relation to all operations and activities. All staff, contractors,

Workplace Discrimination, Harassment & Violence Prevention	Date: Feb. 3, 2014
Procedure No: HS-3-42	Reviewed & Revised: May 9, 2016
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subcontractors, visitors and clients are expected to display standards of behaviour that reflect mutual respect and consideration.

The following situations and actions are covered in the scope of this procedure:

- Discrimination
- Threatening behaviours, gestures
- Wielding a weapon at work
- Verbal or written threats (notes, emails, other electronic media)
- Bullying
- Mobbing
- Domestic violence (that enters, or has the potential to enter the workplace setting, or to affect any staff in the course of work)
- Direct threats
- Conditional threats
- Veiled threats
- Harassment-may include unwelcome words or actions that are known, or should be known to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers. It can also include behaviour that intimidates, isolates or discriminates against the targeted individual(s.) Typically, harassment occurs more than once, either over a relatively short period of time, or over a longer period of time.
- Verbal abuse
- Physical assault or attacks
- Threats of physical assault or attack (throwing an object, threatening gestures, threatening use of equipment, etc.)
- Sexual harassment, violence, assault, unwanted sexual touching or contact
- Deliberate damage to another's property
- Continuum of inappropriate behaviours-this can range from offensive remarks to violence. Harassment may escalate over time into threats, or acts, of physical violence.

There is a zero tolerance for discriminatory, harassing or violent behaviour among employees, contractors, sub-contractors and visitors. Any such behaviours will be dealt with promptly, and escalation of behaviours will be prevented through early and effective intervention. Discriminatory, harassing or violent behavior from customers, etc. will be address through the implementation of measures and procedures aimed at minimizing and controlling the risk to employees, contractors, sub-contractors and visitors. Accidental situations such as a worker tripping over an object and pushing a co-worker as a result, are not meant to be included within the scope of this procedure.

5.2 Violence Hazard Assessment & Reassessment

Hazard assessments for the risk of exposure to workplace violence will be completed for jobs, work activities and locations. It will be included in the Job hazard Analysis or may be a separate assessment. The hazard assessment will include review of previous situations and incidents; the outcomes of investigation into incidents; circumstances

Workplace Discrimination, Harassment & Violence Prevention	Date: Feb. 3, 2014
Procedure No: HS-3-42	Reviewed & Revised: May 9, 2016
Issued by: Jenny Reynaert	Title: Administrator

specific to the workplace and to specific sites and locations; employee interview/survey; circumstances that would be common to similar workplaces; location and circumstances where work activities take place.

Consideration shall be given to the following risk factors:

- Areas of premises that are accessible to the public, or not secured against unauthorized entry
- Employees who work alone
- Employees who travel and/or work off-site
- Employees who handle cash or other valuables
- Employees who engage in activities where customers, the public, or others may become angry or aggressive
- Employees who work in remote locations
- Employees who work after regular hours
- Building security, access, egress, visibility and lighting
- Interpersonal relations among staff members
- Potential for domestic violence entering the workplace and affecting staff
- Entrapment sites on premises
- Communication systems
- Other security risks such as terrorism.

The risk of violence will be reassessed where any changes or situations occur that may affect the accuracy of the assessment. The assessment shall be reviewed annually, in any event, in consultation with the JHSC.

5.3 Organization and Senior Management Responsibilities

The Town of Aylmer as an employer, and senior management are responsible for the following:

- Preparation and posting of a workplace discrimination, harassment and violence prevention policy
- Development and implementation of a program to prevent workplace discrimination, harassment and violence
- Ensuring that all jobs and tasks are assessed for potential and actual workplace harassment and violence situations
- Developing and implementing measures and procedures to effectively control discrimination, harassment and violence hazards. These measures and procedures shall include reporting protocols, investigation of reports of harassment and violence, emergency notification and response procedures, and staff training.
- Providing information to a worker, 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 work, or the risk of workplace violence is likely to expose the worker to physical injury.

Workplace Discrimination, Harassment & Violence Prevention	Date: Feb. 3, 2014
Procedure No: HS-3-42	Reviewed & Revised: May 9, 2016
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- If the employer becomes aware, or ought reasonable to be aware that domestic violence that would likely expose a worker to physical injury may occur in the workplace, the employer shall take every precaution reasonable in the circumstances for the protection of workers
- Consulting with the Joint Health and Safety Committee in developing and implementing the program, measures and procedures.

5.4 Supervisor Responsibilities

Supervisors are responsible for ensuring the following:

- That affected employees receive information and training relating to workplace discrimination, harassment and violence prevention measures and procedures
- Appropriate procedures to minimize the risks to employees, are effectively implemented
- Where appropriate, provide contractors and subcontractors with information relating to discrimination, harassment and violence prevention measures and procedures
- That contractors and subcontractors under the control of the supervisor adhere to these procedures
- That all incidents of alleged or actual discrimination, harassment or violence are promptly reported, thoroughly investigated, and that necessary corrective actions are taken
- Full documentation of all incidents of discrimination, harassment or violence are completed and forwarded to the Chief Administrative Officer.
- Providing information to a worker, 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 work, or the risk of workplace violence is likely to expose the worker to physical injury.
- If the supervisor becomes aware, or ought reasonable to be aware that domestic violence that would likely expose a worker to physical injury may occur in the workplace, the supervisor shall take every precaution reasonable in the circumstances for the protection of workers

5.5 Worker Responsibilities

Workers are responsible for the following:

- Creating and maintaining a work environment that is free from discrimination, harassment or violence
- Being familiar with, and following the measures and procedures relating to discrimination, harassment and violence prevention
- Promptly reporting to the supervisor or manager any incidents of alleged or actual discrimination, harassment or violence (either involving oneself, or witnessing an incident involving others)

Workplace Discrimination, Harassment & Violence Prevention	Date: Feb. 3, 2014
Procedure No: HS-3-42	Reviewed & Revised: May 9, 2016
Issued by: Jenny Reynaert	Title: Administrator

- Participating in, and applying the principles of, knowledge and information received during training

5.6 Chief Administrative Officer

The Chief Administrative Officer is responsible for the following:

- Initiating and completing a review of the effectiveness of workplace discrimination, harassment and violence prevention measures, and updating the measures and procedures, and this program at least every 3 years, or whenever there is a change that compromises the effectiveness of the measures and procedures (e.g. change in work activities, etc.)
- Coordinating the implementation of program, measures and procedures
- Providing support to supervisors and managers
- Coordinating training on these measures and procedures
- Assist, where appropriate, in the investigation and follow-up of reported incidents of discrimination, harassment or violence.

5.7 Measures & Procedures

5.7.1 Workplace Design, Equipment & Personal Protective Equipment

The following building and design features will assist in reducing risk factors associated with workplace harassment and violence:

- Adequate lighting in all areas, especially outdoor and parking area
- Reception areas with a clear view of all incoming visitors
- Main office counter height and depth provides a barrier
- Keep valuables and other items out of view, in secure locations
- Keep public access to private offices and council chambers closed, locked or off limits unless accompanied by staff
- Keep doors to garages closed and locked as much as possible
- Holding meetings with potentially aggressive or violent persons in areas that are highly visibly to others
- Summoning assistance by proximity to others in the workplace (within hearing range, by telephone or cell phone.)
- Posting of signs that warn of staff only areas, and meeting room locations

5.7.2 Administrative Controls

Visitors and guest are required to sign in, and be accompanied by staff whenever possible. Staffing levels should be developed and implemented as much as possible, to ensure that nobody works alone:

When working alone:

- Pre-arrange to check with another person, stay in touch with administrative office and by radio or cell with fellow staff

Workplace Discrimination, Harassment & Violence Prevention	Date: Feb. 3, 2014
Procedure No: HS-3-42	Reviewed & Revised: May 9, 2016
Issued by: Jenny Reynaert	Title: Administrator

- Keep supervisors, managers, other staff regularly informed of work activities
- Have a cell phone or other means of communication
- If possible, work in a well-lit area with natural surveillance from outside the area
- Post signs in public areas prohibiting offensive or aggressive behaviour

Provide necessary information, and give assistance to employees who are victimized by domestic violence, or potentially violent persons, while ensuring confidentiality and safety for affected employees.

5.7.3 Communication of Information on Threatening or Violent Persons

Persons responsible for implementation of the procedure, such as manager, supervisor, HR officer, etc. will determine the need to communicate information about a person with a history of threatening or potentially violent behaviour by considering the following:

- Whether particular events occurred in the workplace or in the course of work activities
- Whether particular events are related to domestic violence
- Whether the events were directed at a particular worker or workers in general
- How long ago the events occurred
- The measures and procedures that are currently in place, and whether these are adequate

Persons responsible for implementation of the procedure, such as manager, supervisor, HR officer, etc. shall provide relevant information to staff who may be affected by an encounter with a threatening or potentially violent person in the course of work. The information may be communicated using one or more of the following methods:

- Electronic communication (e.g. “flagging” a particular client, customer, work site, location, etc. on the data base or computer system)
- Written communication
- “One-on-one” staff meeting
- Group staff meeting

Note: Any communication must not disclose more information than is reasonably necessary to protect staff from injury or threat, and must also meet the requirements of the Freedom of Information and Protection of Privacy Act, Youth Criminal Justice Act, Personal Information Protection and Electronic Documents Act, Personal Health Information Protection Act, etc.

5.7.4 Emergency Response

If an actual or potential violent event occurs, the following emergency procedures apply:

Each of the various work locations associated with the Town of Aylmer has site/work activity specific procedures in place which will be attached to this policy, as well as posted in the workplace.

Workplace Discrimination, Harassment & Violence Prevention	Date: Feb. 3, 2014
Procedure No: HS-3-42	Reviewed & Revised: May 9, 2016
Issued by: Jenny Reynaert	Title: Administrator

The supervisor or manager responsible for administering the measures and procedures, who receives a report of possible or actual violence, or who responds to a violent event, shall:

- Promptly intervene, and ensure that the victim, and other affected staff are safely removed from the perpetrator
- Promptly respond to the report and notify police if necessary
- Ensure the physical safety of employees and others in the area
- Contact additional staff if necessary
- Attempt to de-escalate the situation and the perpetrator by remaining calm, resolving conflict
- Protect the victim
- Evacuate occupants where they can be safely removed without crossing the path of the perpetrator
- Keep occupants in secure area if they cannot be safely removed, closing the path of the perpetrator.
- Keep occupants in secure area if they cannot be safely removed, closing and locking doors, windows, blinds and posting a sign in window that provides information on condition and number of occupants.
- Conduct an investigation; determine further necessary corrective action (ie. Development of a safety plan, employee assistance, discipline, etc.)
- Provide post-incident debriefing to victims, witnesses, and other affected (refer for counseling or external assistance if needed.)

The supervisor or manager shall complete an Accident/Incident report, containing details of the event, as well as actions taken, actions recommended, and any actions to prevent a recurrence.

5.8 Reporting, Intervention & Action

5.8.1 Victim Response and Actions

An employee who is a victim of, or witness to, discrimination, harassment, or violence should:

- Inform the person who is engaging in the unwanted behaviour that the behaviour is unwelcome and ask the person to stop.
- Keep a record of incidents, including details of the date, times, locations, possible witnesses, circumstances and details, how the incident was addressed, and the response of the perpetrator.
- If the perpetrator does not cease the unwanted behaviour, the victim or witness should immediately report the circumstances to the immediate supervisor or Administrator/Treasurer who will provide assistance

Workplace Discrimination, Harassment & Violence Prevention	Date: Feb. 3, 2014
Procedure No: HS-3-42	Reviewed & Revised: May 9, 2016
Issued by: Jenny Reynaert	Title: Administrator

5.8.2 Reports of Discrimination, Harassment or Threats

The supervisor or manager who receives a report of a discriminatory, harassing or threatening event or incident shall promptly investigate the matter, including the following:

- Interview of the victim, the alleged offender, and all witnesses or persons who may have relevant information
- Facts on the who, what, when, where, why and how of the incident or event
- Recording the information, using the Accident/Incident Report form, and any additional reports as needed
- Contributing and underlying causes
- All corrective, preventive and recommended actions
- Follow-up of actions and outcomes
- Providing the victim with written results of the investigation and corrective actions that have been taken or will be taken
- Providing information pertaining to an incident or the complaint, including identifying information about any individuals involved to any other affected staff, if it is necessary to protect any other affected staff.

If the alleged harasser is a supervisor or manager, the concerned worker will report the concern and all details of the alleged harassment to the Chief Administrative Officer. The Chief Administrative Officer will conduct a thorough investigation into the matter, including the following:

- Interview of the victim, the alleged offender, and all witnesses or persons who may have relevant information
- Facts on the who, what, when, where, why and how of the incident or event
- Recording the information, using the Accident/Incident Report form, and any additional reports as needed
- Contributing and underlying causes
- All corrective, preventive and recommended actions
- Follow-up of actions and outcomes
- Providing the victim with written results of the investigation and corrective actions that have been taken or will be taken
- Providing information pertaining to an incident or the complaint, including identifying information about any individuals involved to any other affected staff, if it is necessary to protect any other affected staff.

If the alleged harasser is the Chief Administrative Officer, the concerned worker will report the concern and all details of the alleged harassment to a member of council. Council will determine the most appropriate person who will conduct an investigation into the matter. The most appropriate person may be an impartial investigator appointed by council, and the investigation into the matter shall include:

Workplace Discrimination, Harassment & Violence Prevention	Date: Feb. 3, 2014
Procedure No: HS-3-42	Reviewed & Revised: May 9, 2016
Issued by: Jenny Reynaert	Title: Administrator

- Interview of the victim, the alleged offender, and all witnesses or persons who may have relevant information
- Facts on the who, what, when, where, why and how of the incident or event
- Recording the information, using the Accident/Incident Report form, and any additional reports as needed
- Contributing and underlying causes
- All corrective, preventive and recommended actions
- Follow-up of actions and outcomes
- Providing the victim with written results of the investigation and corrective actions that have been taken or will be taken
- Providing information pertaining to an incident or the complaint, including identifying information about any individuals involved to any other affected staff, if it is necessary to protect any other affected staff.

If the alleged harasser is a member of council, the concerned worker, supervisor, manager will report the concerns and all details of the alleged harassment to the Chief Administrative Officer. The Chief Administrative Officer will conduct a thorough investigation into the matter including the following:

- Interview of the victim, the alleged offender, and all witnesses or persons who may have relevant information
- Facts on the who, what, when, where, why and how of the incident or event
- Recording the information, using the Accident/Incident Report form, and any additional reports as needed
- Contributing and underlying causes
- All corrective, preventive and recommended actions
- Follow-up of actions and outcomes
- Providing the victim with written results of the investigation and corrective actions that have been taken or will be taken
- Providing information pertaining to an incident or the complaint, including identifying information about any individuals involved to any other affected staff, if it is necessary to protect any other affected staff.

Following any of the above-described investigations, the Chief Administrative Officer or council, in consultation with the concerned worker, supervisor or manager may determine that further investigation is necessary, and should be conducted by an impartial person possessing such knowledge, experience or qualifications. If this is the case, the Chief Administrative Officer shall make the necessary arrangements for investigation by an impartial person. The investigation process will cover the following:

- Interview of the victim, the alleged offender, and all witnesses or persons who may have relevant information
- Facts on the who, what, when, where, why and how of the incident or event
- Recording the information, using the Accident/Incident Report form, and any additional reports as needed

Workplace Discrimination, Harassment & Violence Prevention	Date: Feb. 3, 2014
Procedure No: HS-3-42	Reviewed & Revised: May 9, 2016
Issued by: Jenny Reynaert	Title: Administrator

- Contributing and underlying causes
- All corrective, preventive and recommended actions
- Follow-up of actions and outcomes
- Providing the victim with written results of the investigation and corrective actions that have been taken or will be taken
- Providing information pertaining to an incident or the complaint, including identifying information about any individuals involved to any other affected staff, if it is necessary to protect any other affected staff.

Note: If the above-described reporting and investigation process is not sufficient or effective, the victim may contact the Ministry of Labour for assistance and resolution of the concern or issue.

5.8.3 Violent Events or Situations

If an actual or potential violent event occurs, the following emergency procedures apply:

Each of the various work locations associated with the Town of Aylmer has site/work activity specific procedures in place which will be attached to this policy, as well as posted in the workplace.

The supervisor or manager responsible for administering the measures and procedures, who receives a report of possible or actual violence, or who responds to a violent event, shall:

- Promptly intervene, and ensure that the victim, and other affected staff are safely removed from the perpetrator
- Promptly respond to the report and notify police if necessary
- Ensure the physical safety of employees and others in the area
- Contact additional staff if necessary
- Attempt to de-escalate the situation and the perpetrator by remaining calm, resolving conflict
- Protect the victim
- Evacuate occupants where they can be safely removed without crossing the path of the perpetrator
- Keep occupants in secure area if they cannot be safely removed, closing and locking doors, windows, blinds and posting a sign in window that provides information on condition and number of occupants
- Conduct an investigation; determine further necessary corrective action (development of a safety plan, employee assistance, discipline, etc.)
- Provide post-incident debriefing to victims, witnesses, and others affected (refer for counseling or external assistance if needed.)

Workplace Discrimination, Harassment & Violence Prevention	Date: Feb. 3, 2014
Procedure No: HS-3-42	Reviewed & Revised: May 9, 2016
Issued by: Jenny Reynaert	Title: Administrator

5.8.4 Follow-Up

The Chief Administrative Officer and/or the supervisor or manager shall conduct regular follow-up to ensure that victim is no longer experiencing discriminatory, harassing or violent incidents, and that the behaviour of the offender has ceased. All follow-up must be documented.

If the victim of the alleged discriminatory, harassing or violent incident is not satisfied with the CAO/supervisor's investigation and/or response, and the issue is unresolved, a member of council shall be notified, and shall:

- Investigate the work place discrimination, harassment incident
- Implement effective corrective actions and follow up on the effectiveness of actions.
- Document all related information.

5.8.5 Right to Refuse

Victims may also choose to exercise their right to refuse to work where they believe that safety or health may be endangered by workplace violence. The provisions of the work refusal procedure apply.

Reports of domestic violence will be dealt with by the supervisor or manager on a case-by-case basis. Where possible, the confidentiality of the victim and/or targeted staff, and related information pertaining to domestic violence, will be maintained.

5.9 Joint Health and Safety Committee

The Joint Health and Safety Committee shall be provided with the following:

- The opportunity to consult on the hazard assessment(s), re-assessment(s), policy, and procedures
- A copy of this procedure, the policy, the hazard assessment(s), the re-assessment(s)
- The opportunity to consult on an annual basis for the purpose of reviewing the hazard assessment(s), re-assessment(s), policy and procedures
- The opportunity to consult on, and review the hazard assessment(s), re-assessment(s), policy and procedures that may be affected in the event that there is a change to the nature of the workplace, the type of work, or the conditions of work
- The opportunity to consult with respect to training

5.10 Review & Revision

The JHSC shall review, on an annual basis, the hazard assessment(s), re-assessment(s), policy and procedures. The JHSC, in conjunction with HR and the CAO, shall review and revise the hazard assessment(s), re-assessment(s), policy and

Workplace Discrimination, Harassment & Violence Prevention	Date: Feb. 3, 2014
Procedure No: HS-3-42	Reviewed & Revised: May 9, 2016
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procedures where there is a change in the nature of the workplace, the type of work, or the conditions of work.

The review will focus on the effectiveness of the measures and procedures.

Review or revision will be undertaken, more often than annually, if:

- The risk to staff changes
- The JHSC indicates that existing measures and procedures are inadequate or not effectively implemented
- An incident indicates that measures and procedures are inadequate to effectively control the risk
- A response to an incident shows that the reporting or investigation procedures are inadequate, or not effectively implemented

5.11 Training

All employees shall receive training on the workplace discrimination, harassment and violence prevention program and procedures, at the time of hire, initially, and at least every 3 years (review if the program is unchanged.) Additional training will be provided as needed, where conditions change, that result in revisions to the discrimination, harassment and violence prevention program, measures and procedures. Training will also be provided, where appropriate, for staff who change positions.

Training content shall include:

- Reporting of incidents
- Investigation protocols for complaints, threats or incidents
- Measures and procedures
- Emergency response to incidents

6. Documentation

Discrimination, Harassment & Violence Prevention Policy
Hazard Assessments
Emergency Contact List
Accident/Incident Report