



ORGANIZATIONAL POLICY AND PROCEDURE MANUAL

Section: Human Resources - Health and Safety

Violence in the Workplace Policy Statement	Date Approved:	September 2022
	Director Responsible:	Vice President of People & Culture
	Date for Review:	September 2023

Violence in the Workplace Policy Statement

KidsAbility is committed to the prevention of workplace violence recognizing the organization is responsible for employee, student, volunteer and Board member, health, safety, and wellness. KidsAbility recognizes the potential for violence in the workplace and will make every reasonable effort to identify potential sources of violence by completing risk assessments with the Joint Health and Safety Committee to eliminate and/or minimize these risks.

Workplace violence is defined in the Occupational Health & Safety Act as “the exercise or attempted exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker, or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to a worker”.

“Violence” is considered any aggressive act that causes physical or emotional harm, including assault, attempted assault, verbal threat, or insinuations that an individual may cause physical harm to another person. Violent behaviour in the workplace is unacceptable and will not be tolerated at KidsAbility. This policy applies to all employees, students, volunteers, clients, and members of the public.

All reports of violent incidents within the workplace or at work related activities will be investigated in a fair and timely manner respecting the privacy of all those concerned as much as possible. KidsAbility will take every reasonable precaution to protect workers in known cases to KidsAbility, where domestic violence would likely expose a worker to physical injury in the workplace. KidsAbility is committed to a safe and healthy working environment for all employees, students, volunteers, and clients for whom we provide care.

The Workplace Violence Prevention Program is developed to ensure that all employees, supervisors, managers, senior leadership, students, and volunteers, are aware of and adhere to the work practices designed to make the workplace safe. All employees, students and volunteers are equally responsible for following safe work practices and implementing and maintaining the policy and protocols outlined in the Workplace Violence Prevention Program. KidsAbility encourages and supports employee involvement and commitment to the design and implementation of the Workplace Violence Prevention Program. Every employee, student, or volunteer is responsible for promptly reporting to their supervisor any incident of workplace violence. Every supervisor in consultation with Human Resources is responsible for promptly responding to and investigating allegations of workplace violence in accordance with this policy. Reports should be made as soon as reasonably possible to your manager/supervisor or Human Resources. Written details including date, times, witnesses, and the violent actions should be recorded. There will be no negative consequences for anyone who raises a concern or makes a report in good faith.

KidsAbility will ensure that all health and safety policies and procedures including workplace violence are reviewed annually and that all policies are clearly communicated, understood, and followed by all employees, students, and volunteers.

Linda Kenny
Linda Kenny, CEO

September 1, 2022
Date

On Site Manager
Most Senior on Site

September 1, 2022
Date