

Workplace Violence Protection Policy

**WORKPLACE VIOLENCE
PROTECTION POLICY**

**Siloam United Church
London, Ontario**

Workplace Violence Protection Policy

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Siloam United Church

1. Introduction

Siloam United Church (hereinafter referred to as 'Siloam') believes in a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of violence committed by, or against any member of Siloam including guests is unacceptable and will not be tolerated. Acts or threats of violence may occur as a single event or may involve a continuing series of incidents. Abuse in any form erodes the mutual trust and confidence that are essential to Siloam's operational effectiveness.

Therefore this policy applies to All Persons who may be in or on church property, whether they be employees, visitors, delivery persons, service persons, volunteers, etc., etc. Every person who is in or on church property is present at the discretion of Siloam and is expected to abide by this policy. Siloam has the power to enact this policy's disciplinary actions to any and All Persons who may be in or on church property.

2. Purpose

The purpose of the policy is to ensure that:

- a) Individuals are aware and understand that acts of Workplace Violence may be criminal which may require Siloam to take necessary action to protect the victim or victims';
- b) Any person subjected to acts of Workplace Violence are encouraged to access any assistance they may require in order to pursue a complaint; and
Individuals are advised to seek a remedy upon being subjected to, or becoming aware of, situations involving Workplace Violence.

3. Church Commitment

3. Church Commitment

Siloam is committed to, taking whatever action is necessary to appropriately respond to allegations of Workplace Violence incidents.

4. Definitions

- "All Persons" includes all employees of Siloam United Church, all employees of third parties performing work on behalf of Siloam, visitors, all volunteers and all those participating in or viewing activities at Siloam.
 - "Complainant" means the person who lodges a complaint.

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- “Complainant’s Representative” means a person who acts on behalf of the complainant, at the Complainant’s request, during the period of time when the incident is first reported through to final resolution of the matter.
- “Investigator” refers to two or more persons appointed by the Committee to investigate the incident and report to the Committee.
- “Retaliation” means a harmful or unpleasant act, or failure to act, as a result of an individual’s reporting, or communicated intent to report an act prohibited under this Policy.
- “Workplace Violence” is defined broadly as:
 - the exercise of physical force by a person against a worker in a workplace that causes, or could cause, injury;
 - an attempt to exercise physical force by a person against a worker in a workplace that could cause physical injury, whether or not injury occurs;
 - 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. *‘Workplace’ refers to a location where activities occur while engaging in Siloam business, liturgical, social or other events whether or not the activity occurs on Siloam’s premises.*

5. Prohibited Conduct

No employee or any other individual shall subject any other person to Workplace Violence or allow or create conditions that foster Workplace Violence.

An employee of Siloam that subjects another employee, congregant, or any other person to violence or threats of violence may be subject to disciplinary action commensurate to the incident, up to and including dismissal.

6. Responsibilities

6.1. Siloam’s Management Committee shall:

- a) encourage All Persons to act respectfully towards other individuals while at work and while participating in any work-related activity;
- b) provide a workplace environment that minimizes the likelihood of Workplace Violence;
- c) inform all employees, clergy, members and volunteers of this policy and provide an explanation of its contents, identify those designated to receive incident reports, the location of the Policy for reference purposes and incident report forms;
- d) encourage All Persons to immediately seek safety if an incident of Workplace Violence occurs, then to promptly report the incident to the designated Siloam representative;
- e) make all reasonable efforts to protect the safety and confidentiality of all parties involved in an investigation of an incident of Workplace Violence.

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6.2. All Persons are responsible:

- a) to act respectfully towards other individuals while working at Siloam and participating in any Siloam-related activity;
- b) to preserve their own immediate safety if Workplace Violence occurs, then to report the incident to London Police Services or a manager or Committee member as the situation warrants;
- c) to promptly and confidentially co-operate with an investigation process.

7. Complaint Procedure

- a) Any person subjected to Workplace Violence, if safe to do so, will promptly inform the alleged offender of their objections to the behaviour, directly or with the assistance of a third party.
- b) A Complainant may ask for support from a church employee or leader to communicate their objections to the incident and/or to prepare and submit a written complaint if they so choose.
- c) Church employees or members must not impede, interfere or potentially corrupt any subsequent investigation.
- d) The Complainant should carefully record details of the incident including:
 - a. the date and time of the incident,
 - b. the name(s) of alleged offenders,
 - c. the nature of the offense, and
 - d. names of people who may have witnessed the incident.
- e) This document is the Complainant's personal record and property. The information in this record must be provided to the person(s) investigating the incident.
- f) The Complainant may choose to file an Incident Report that documents their concerns to the Ministry and Personnel Committee (hereinafter referred to as 'the Committee') or the Church Council.

8. Confidentiality

Strict confidentiality is required to properly investigate an incident of alleged work place violence and to offer appropriate support to all parties involved. An individual who becomes aware of an incident of Workplace Violence and has evidence to assist in the investigation is encouraged to disclose the details of the incident to the investigator.

Gossiping about an incident will seriously undermine the privacy of all parties involved and is not permitted.

9. Non-Retaliation

Persons involved in investigating a complaint of Workplace Violence will ensure that the Complainant is neither penalized nor subjected to any prejudicial treatment as a result of making the complaint. Disciplinary action may be taken against any person who takes any reprisal against a person who reports Workplace Violence.

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10. Investigation

Upon receipt of an Incident Report, the Committee, or designated investigator will contact the Complainant to initiate the investigation process. Upon completion of the investigation, The Investigator will provide a written report, including recommendations, to the Committee.

Regardless of the outcome of the investigation, the Committee will determine what internal actions may be necessary within thirty (30) calendar days of receiving the report and will advise the Complainant and alleged perpetrator in writing of the Committee's decision.

11. Corrective Action and Discipline

1. The Committee decides to act on the results of the investigation and subsequent criminal court action they may consider the following actions:
 - a) The evidence proven in a Court of Law and therefore public knowledge,
 - b) the impact of the incident on the Complainant:
 - c) the nature of the incident;
 - d) the degree of aggressiveness and physical contact;
 - e) the period of time and frequency of the incidents;
 - f) the vulnerability of the Complainant (e.g. the relationship of the Complainant to the Respondent).

2. The Committee will recommend to Council a range of actions including, but not limited to, the options listed below:
 - a) apology;
 - b) training;
 - c) referral to an assistance program;
 - d) reassignment or relocation;
 - e) suspension;
 - f) discharge; and / or
 - g) referral to London Police Services.

12. Record Keeping

The documents corresponding to the investigation will be kept on file in a secure location, separate from the Complainant's and the Respondent's personnel files for seven (7) years from the date of resolution of the incident.

13. False Accusations

A person, who submits a complaint in good faith, whether or not the complaint is proven, has not, violated the policy.

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Malicious or false accusations under this policy are in violation of this policy. If the result of an investigation is that the Complainant knowingly or falsely accused the Respondent of a violation of this policy the Complainant will be subject to appropriate sanctions, up to or including termination.

14. Complaint Resolution Alternatives

Nothing in this policy prevents an individual from pursuing other remedies to an incident of Workplace Violence such as a criminal or civil action or a complaint to the Ontario Human Rights and Citizenship Commission

15. Assistance

Any Siloam member with questions, concerns or a complaint regarding Workplace Violence may contact a member of the Committee or Risk Management Team for help and advice. This information will be kept confidential except in the case of an imminent threat of Workplace Violence to any person other than the Complainant.

16. Evaluation

This policy will be reviewed at least once every 36 months, or more often as deemed appropriate, to ensure that it conforms with any changes to the Criminal Code of Canada, Occupational Health and Safety Act, Code and Regulations and Human Rights Act of Ontario and that it continues to address the needs of Siloam regarding Workplace Violence. The evaluation should therefore include a needs assessment, process evaluation, and outcome evaluation.

This policy is approved by the Ministry and Personnel Committee and effective on:

_____ (date)

Chair, Ministry and Personnel Committee

Date: _____

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Appendix: List of Policy Revisions

LIST OF REVISIONS

Final Draft	Sept., 2015
Submitted to Siloam Church council	November. 2015
Approved by Siloam Church Council	November, 2015
Reviewed by the M&P or Risk Management Committee	Sept, 2015
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