


# WORKPLACE VIOLENCE, HARASSMENT, and DISCRIMINATION PREVENTION POLICY

HEALTH AND SAFETY POLICIES AND PROCEDURES MANUAL	<b>Effective Date:</b> February 17, 2009												
<b>WORKPLACE VIOLENCE, HARASSMENT AND DISCRIMINATION PREVENTION POLICY AND PROGRAM</b>	<b>Revision Date:</b> January 4, 2021												
<b>Approved By:</b> Chief Administrative Officer Signature:  Date: February 22, 2021	<b>Reviewed By Joint Health and Safety Committees:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 5%; text-align: center;">X</td> <td style="width: 65%;">OCT</td> <td style="width: 5%; text-align: center;">X</td> <td style="width: 25%;">Fire</td> </tr> <tr> <td style="text-align: center;">X</td> <td>OPS</td> <td style="text-align: center;">X</td> <td>Emergency Services</td> </tr> <tr> <td style="text-align: center;">X</td> <td>Pioneer Manor</td> <td></td> <td></td> </tr> </table>	X	OCT	X	Fire	X	OPS	X	Emergency Services	X	Pioneer Manor		
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## 1.0 PURPOSE/SCOPE

The City of Greater Sudbury (CGS) is committed to providing a safe and healthy workplace; free from actual, attempted or threatened violence, harassment, sexual harassment and discrimination. CGS will take reasonable precautions to prevent workplace violence, harassment, sexual harassment and discrimination to protect all Employees and provide a work environment in which all persons are treated with respect and dignity. Violence, threats and intimidation with physical intent and other threatening behaviour will not be tolerated. No form of harassment, sexual harassment or discrimination will be tolerated.

The purpose of this policy is to outline requirements and establish responsibilities regarding workplace violence, harassment, sexual harassment and discrimination in an effort to foster a safe workplace that is free from acts of violence, harassment, sexual harassment and discrimination.

The Ontario Occupational Health and Safety Act and Ontario Human Rights Code are the governing legislation for this Policy. This policy applies to all CGS Employees. It also applies to all persons who attend a CGS workplace including but not limited to all Visitors, Citizens, Contractors, Elected Officials, Volunteers, and Vendors.

## 2.0 DEFINITIONS

### 2.1 Workplace

A CGS workplace includes all places where CGS business occurs including all buildings and their grounds, company vehicles, off-site locations where business is being conducted, travel for CGS business, and CGS-sponsored functions and events.

### 2.2 Workplace Violence

- a) The use of physical force against or by an Employee that causes or could cause physical injury to the Employee;
- b) The attempted use of physical force against or by an Employee that could have caused physical injury to the Employee;

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- c) An action or statement (or series of actions or statements) reasonably believed to be a threat of physical harm or threat to personal safety in the workplace;
- d) Bringing or possessing a weapon of any kind to the Workplace while conducting CGS business or threatening to bring a weapon to a CGS workplace.

### **2.3 Domestic Violence**

- a) An act of abuse between an individual and a current or former intimate partner, between an individual and a child who resides with the individual, or between an individual and an adult who resides with the individual and who is related to the individuals by blood, marriage, foster care or adoption, whether the abuse is physical, sexual, emotional or psychological, and may include an act of coercion, stalking, harassment or financial control, or
- b) A threat or attempt to do an act described in clause (a).

### **2.3 Workplace Harassment**

Engaging in a course of vexatious comment or conduct against an Employee in a workplace that is known or ought reasonably be known to be unwelcome. A reasonable action taken by the Employer or Supervisor relating to the management and direction of Employees or the workplace is not workplace harassment.

Bullying is a form of harassment. Bullying can come in many forms including, but not limited to, the following:

- Spreading malicious rumours, gossip, or innuendo that is not true.
- Excluding or isolating someone socially for any reason.
- Intimidating a person.
- Undermining or deliberately impeding a person's work.
- Physically abusing or threatening abuse.
- Making jokes that are 'obviously offensive'.
- Intruding on a person's privacy by pestering, spying, stalking or inappropriate staring.
- Belittling a person's opinions
- Displaying or circulating offensive pictures or materials.

#### **2.3.1 Workplace Sexual Harassment**

The Human Rights Code and the *Occupational Health and Safety Act* refer specifically to Sexual Harassment separately. Workplace sexual harassment is defined as follows:

- a) engaging in a course of vexatious comment or conduct including but not limited to making a sexual solicitation or advance, against an Employee 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
- b) making a 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 Employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

### **2.4 Workplace Discrimination**

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Discrimination is unequal treatment based on any of the Prohibited Grounds. The prohibited grounds in the Ontario Human Rights Code are indicated as follows:

Disability	Citizenship	Ancestry
Race	Family Status	Record of Offences
Colour	Marital Status	Gender Identity
Sex (includes pregnancy)	Age (18 or older)	Gender Expression
Sexual Orientation	Ethnic Origin	Place of Origin
Creed (Religion)		

### 3.0 GENERAL REQUIREMENTS

- 3.1 The Workplace Violence, Harassment and Discrimination Prevention Policy must be posted on all Health and Safety Bulletin Boards.
- 3.2 The Policy and Program will be reviewed as deemed necessary but on an annual basis at a minimum. The review will be coordinated by the Human Resources and Organizational Development (HROD) division in conjunction with the Joint Health and Safety Committees.
- 3.3 Each Operating Department will ensure that CGS's "Respect ↔ Service" signage is posted in conspicuous areas throughout the Departments. These areas include both public and Employee areas.
- 3.4 Each Operating Department must conduct a written Workplace Violence Risk Assessment in accordance with CGS's Workplace Violence Risk Assessment Tool. The risk assessment must take into account circumstances that would be common to similar workplaces and circumstances specific to the workplace.
- 3.5 An action plan must be developed based on the risks identified in Section 3.0.4 in an attempt to mitigate the identified risks. The action plan template is included in the Violence Risk Assessment Tool.
- 3.6 A copy of the written workplace violence risk assessment and action plan must be forwarded to the Health and Safety Business Partner in jurisdiction.
- 3.7 The results of the written Workplace Violence Risk Assessment will be shared with the appropriate Joint Health and Safety Committee by the Health and Safety Business Partner or designate.
- 3.8 The written Workplace Violence Risk Assessment and action plan must be reviewed and updated by the Operating Departments when there is a change in the level of risk.
- 3.9 All CGS Employees will be trained in the Workplace Violence, Harassment and Discrimination Prevention Policy and Program including methods for which to report any incidents of violence, harassment, sexual harassment and discrimination.
- 3.10 All Managers and Supervisors that are required to conduct a Workplace Violence Risk Assessment will be trained in doing so.

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- 3.11** All incidents of workplace violence, harassment, sexual harassment and discrimination shall be investigated in a fair and timely manner.
- 3.12** All Employees required to conduct an investigation of workplace violence, harassment, sexual harassment or discrimination shall be trained in doing so.
- 3.13** Workplace violence, harassment, sexual harassment and discrimination are serious matters. As such:
1. This Policy prohibits reprisals against Employees who have, in good faith, made a complaint, reported, provided information or participated in an investigation regarding violence, harassment, sexual harassment or discrimination. Anyone engaging in reprisals or threats of reprisals will be subject to disciplinary action up to and including termination.
  2. Anyone making a report, in bad faith, of violence or threat of violence, harassment, sexual harassment or discrimination, will be subject to disciplinary action up to and including termination.

### **4.0 PROCEDURE**

#### **4.1 REPORTING PROCEDURE**

The following outlines the steps to take when reporting any incidents, experienced or witnessed, of workplace violence, harassment, sexual harassment or discrimination. A Workplace Violence, Harassment, and Discrimination Procedure Quick Reference Sheet (Appendix A) will assist in applying this procedure. Any Union Representative contacted with a complaint as covered in this Policy has an obligation to bring the complaint to the attention of the Director of Human Resources and Organizational Development.

##### **4.1.1 Reporting Incidents of Workplace Violence**

1. If at any time an Employee feels personally threatened (such as a situation of immediate danger, weapon involvement, physical injury related to violent behaviour and obvious signs of abusive and/or threatening behaviour), they are to call 9-1-1 immediately. Employees are not to place themselves at risk or jeopardize anyone's safety when dealing with any perceived or real situation of violence.
2. In addition to the above, if the Employee is in a location where Security personnel or By-Law Enforcement Officers are available, they should contact the Security office immediately (ext. 4911) and advise them of the concern.
3. All incidents of violence as defined above must be reported immediately to the Supervisor. If alleged incidents involve the Supervisor, report the incident to the next level of management or the Threat Assessment Team (TAT) as per Appendix C.
4. The incident must be documented in writing through the completion of an Occupational Incident Report Form, regardless as to whether or not an injury occurred. This document is to be completed by a Supervisor in consultation with the Employee.

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5. If the incident results in injury, the individual to whom the incident was reported must ensure that proper medical attention is received. The injuries must be documented accurately on the Occupational Incident Report Form and it must be indicated whether first aid, medical aid or lost time is involved. If a critical injury is sustained, the Critical Injury Policy must be followed.
6. The individual receiving the complaint must refer to the “C.A.R.E. method of receiving a complaint” as per Appendix B of this Policy.
7. If Critical Incident Stress Management (CISM) or De-briefing support is required, the individual receiving the complaint will arrange this assistance according to the department protocol. If there is no CISM protocol in place, contact the Health and Safety Business Partner. If after regular business hours, contact the Health and Safety On-Call through the Roads On-Call or by contacting 3-1-1.
8. The individual receiving the complaint must ensure the Employee reporting is in a safe location. Should a risk continue for other Employees or Citizens, measures must be taken immediately to mitigate these risks.
9. If there is potential that a threat of workplace violence exists or remains, the individual receiving the complaint must contact CGS’s Threat Assessment Team (TAT) as outlined in Appendix C: Threat Assessment Team Contact.
10. Any Employee bringing forward a complaint of Workplace Violence should be reminded of the availability of the Employee Assistance Program (EAP) for additional support.

### **4.1.2 Reporting Incidents of Domestic Violence in the workplace**

1. Any Employee who feels they are at risk in the workplace resulting from domestic violence should seek immediate assistance from his or her Supervisor or the HROD Division.
2. According to the OSHA “If the Employer /Supervisor is aware, or ought reasonably to be aware, that domestic violence that would likely expose an Employee to physical injury may occur in the workplace, the Employer shall take every precaution reasonable in the circumstances”.
3. The Supervisor receiving a report of risk of domestic violence in the workplace must contact the TAT (as per Appendix C).
4. When contacted, two members of the TAT will meet with the Employee and/or Supervisor/Manager and other required parties to assist in determining the risk to the individual, the workplace and co-workers. This meeting will occur as soon as possible following the identification of the risk.
5. A safety plan will be developed as needed, according to the risks involved. This plan will be developed and monitored by the Employee, Supervisor and the TAT.
6. Any Employee bringing forward a complaint of Domestic Violence should be reminded of the availability of the EAP for additional support.

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### **4.1.3 Reporting Incidents of Harassment, Sexual Harassment and Discrimination**

1. Any Employee who feels they are being harassed, sexually harassed or discriminated against should make their disapproval known and request the offensive behaviour stop.

Should the behavior continue following notification or should the Employee not feel comfortable in making their disapproval known to the alleged harasser then **the Employee shall report as follows;**

2. All incidents of harassment, sexual harassment or discrimination as defined above that are experienced or witnessed should be reported as soon as possible to the Supervisor. If alleged incidents involve the Supervisor, the incident must be reported to the next level of management or directly to the Director of Human Resources and Organizational Development (or designate). Alleged incidents shall not be received by a person who is the respondent or under the direct supervision of the respondent.
3. Employees can access assistance from their Union Representative or Joint Health and Safety Committee Members.
4. All incidents should be documented in writing using the Harassment and Discrimination Report Form completed by the Employee bringing forward the complaint. If the complaint is received verbally, the person receiving the complaint along with the Employee bringing forth the complaint will complete the Harassment and Discrimination Report Form. The form must be completed in its entirety and include as much information as possible.
5. Any Employee bringing forward a complaint of harassment, sexual harassment and discrimination should be reminded of the availability of EAP for additional support.

## **4.2 INVESTIGATION PROCEDURE**

- 4.2.1 Incidents of workplace violence, harassment, sexual harassment and discrimination shall be investigated in a fair and timely manner. The investigation shall take place as soon as possible and within ninety (90) days of the reported incident unless extenuating circumstances exist (e.g. illness, multiple witnesses, complexity of investigation, etc.). The extent of the investigation will be based on the nature of each incident. Consideration must be given on a case-by-case basis for any remedial action that must be taken while the investigation is active (e.g. temporary relocation/reassignment of any of the parties involved).
- 4.2.2 The only circumstance where the HROD Division will not determine who will complete the investigation is in the instance that it is a member of the Executive Leadership Team, and/or a member of City Council who is said to have allegedly engaged in the behavior precipitating the complaint. If either of these groups are the subject of a complaint, the Director of HR&OD shall be delegated the authority to source and engage an appropriate investigator in accordance with the purchasing by-law.
- 4.2.3 The Director of HROD reserves the right to request the completion of any investigation to be performed by a party external to CGS at any time, if determined to be in the best interest of the investigation.

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- 4.2.4 The person conducting the investigation must not be the respondent or the alleged harasser and must not be under the direct control of either party.

### **4.3 EXTERNAL INVESTIGATION PROCESS**

- 4.3.1 The Investigation Process for an external investigation may differ from the CGS Internal Investigation Process based on the investigators own process. Regardless as to the process, the CGS confidentiality agreement requirements will remain unchanged.
- 4.3.2 Should an investigation be coordinated with a third party, the involved employees will be advised and the investigation process will be reviewed.

### **4.4 INTERNAL INVESTIGATION PROCESS**

- 4.4.1 In the case of a discrimination, harassment or sexual harassment complaint, the Director of HROD (or designate) will ensure an investigation is completed appropriately under the circumstances. If deemed necessary, an investigation panel will be established consisting of a HROD Division Representative and a Departmental Supervisor/Manager from an area other than from which the complaint originated. Attempts will be made for a balanced panel for incidents of sexual harassment or discrimination.
- 4.4.2 The Investigator(s) shall consider the nature of the complaint and take the appropriate steps to address the complaint.
- 4.4.3 For violent incidents where the risk of violence remains, CGS's Threat Assessment Team (TAT) must be contacted per Appendix C. The TAT will assist the Supervisor(s) with the assessment and control of any ongoing threat that includes:
- i) The assessment of the threat by a minimum of two members of the TAT in conjunction with the Supervisor and involved Employee(s).
  - ii) Development of an action plan and written communication of such to address the ongoing risks in the workplace.
  - iii) Ongoing assessment and monitoring until the risk has resolved.
- 4.4.4 All information obtained about an incident or complaint including identifying information about any individuals involved, will not be disclosed except to the extent necessary to protect Employees, for the purposes of investigating or taking corrective action with respect to the incident or complaint, or as otherwise required by law.
- 4.4.5 All investigations must include:
- i) A confidentiality agreement (Appendix D) to be signed by the investigator(s), all complainants, respondents, witnesses, support persons and anyone else who participates in or is aware of the investigation at the start of each interview. All parties must be instructed not to discuss the complaint, incident or investigation with others as outlined in the confidentiality agreement unless necessary to obtain advice about their rights;

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- ii) The collection and review of any pertinent information and documents;
- iii) A documented interview with the complainant to gather all pertinent facts. The complainant may sign a Statement of Facts or interview notes where requested, to verify the accuracy of the information gathered;
- iv) A documented interview with any witnesses as identified by the complainant or the respondent and determined by the interviewee(s) to be relevant to the investigation, to gather all the pertinent facts. The witnesses shall be interviewed separately and may sign a Statement of Facts or interview notes where requested to verify the accuracy of the information gathered;
- v) A documented interview with the respondent(s) to gather all the pertinent facts and provide a reasonable opportunity to respond to the complaint. The respondent may be requested to sign a Statement of Facts or interview notes where requested, to verify the accuracy of the information gathered.

### *Notes:*

Where the complainant(s) and/or respondent(s) are CGS Employees, they may choose to have a support person attend the interview(s) with them. This support person cannot participate in the interview. A reporting relationship between the complainant/respondent and the support person must not exist. The support person must also not be a witness or other participant in the investigation.

Where the respondent(s) and witness(es) are not CGS Employees, reasonable efforts shall be made to interview them if they are any identified by either the Employee who has allegedly experienced workplace harassment, the alleged harasser(s) or as necessary to conduct a thorough investigation.

- 4.4.6 The investigator(s) will consider all of the facts and evaluate them against existing policies, procedures, and Employee training to determine if violence, harassment, sexual harassment or discrimination has occurred.
- 4.4.7 Police shall be called where warranted by the nature and extent of the incident.
- 4.4.8 The investigator(s) must prepare a written investigation report that provides a summary of the steps taken during the investigation, the complaint, any response from the respondent, the findings of fact and a conclusion of whether workplace violence, harassment, sexual harassment or discrimination has occurred.
- 4.4.9 The written investigation report is provided to the appropriate HR Business Partner for peer review prior to finalizing the report.
- 4.4.10 Once peer review feedback is received, the finalized report will be provided to the HR Business Partner who will provide the report to the CGS Supervisor (or designate) responsible for implementing any appropriate actions.
- 4.4.11 Along with the HR Business Partner, the CGS Supervisor (or designate) shall ensure that an outcome letter is completed and provided within ten (10) calendar days of the completion of the investigation to the complainant(s) and the respondent(s) where they are CGS Employees. This letter must include a summary of the findings, and any



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corrective action that has taken or will be taken to prevent a similar incident from occurring if violence, harassment, sexual harassment or discrimination have been found. Witnesses will not receive any information on the findings of the investigation.

4.4.12 The written report and any documents created in the course of the investigation are not reports respecting occupational health and safety for the purposes of Section 25(2) of the *Occupational Health and Safety Act* and therefore, will not be provided to the Joint Health and Safety Committee(s). Information will be provided to the JHSC regarding the number and type of investigations that have been completed on a quarterly basis.

4.4.13 The Director of Human Resources and Organizational Development will keep records of the investigation including:

- a) A copy of the complaint or details about the incident;
- b) A record of the investigation including notes;
- c) A copy of the investigation report (if any);
- d) The outcome letters that were provided to the complainant and respondent, if a CGS employee(s);
- e) A copy of any corrective action taken to address the complaint or incident of workplace harassment;
- f) All records of the investigation will be kept confidential. The investigation documents will not be disclosed unless necessary to investigate an incident or complaint of workplace violence, harassment, sexual harassment or discrimination, take corrective action or otherwise as required by law.
- g) Records will be kept for ten (10) years.

4.4.14 Information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour must be shared with Employees if:

- i) The Employee can be expected to encounter that person in the course of their work; and,
- ii) The risk of workplace violence is likely to expose the Employee to physical injury.

4.4.15 Only as much personal information as is reasonably necessary may be shared by the Supervisor or designate with regards to Section 4.4.14.

## **5.0 RESPONSIBILITIES**

Since all Employees have the right to work in an environment free from violence, harassment, sexual harassment and discrimination, it is the responsibility of every CGS Employee to assist and cooperate in making the workplace as safe, secure and respectful as possible.

### **5.1 The Employer**

It is the responsibility of CGS to:

5.1.1 Take reasonable preventative measures to protect Employees and others in CGS workplaces from violence, harassment, sexual harassment and discrimination.

5.1.2 Ensure that the Workplace Violence Risk Assessment as prescribed in Section 3.0.4 are completed for each Operating Department.

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- 5.1.3 Provide the Workplace Violence Risk Assessment Tool and associated training.
- 5.1.4 Where risks are identified, provide reasonable resources to implement required action plans.
- 5.1.5 Ensure that all Employees are trained in the Workplace Violence, Harassment, Sexual Harassment and Discrimination Policy and Program.
- 5.1.6 Ensure that all persons required to investigate complaints or reports of workplace violence, harassment, sexual harassment and discrimination are trained in doing so. Training shall include requirements for maintaining confidentiality.
- 5.1.7 Ensure that this Policy is posted on each Health and Safety Bulletin Board.
- 5.1.8 Ensure that an annual review of the Policy and Program is conducted and updated copies are provided to the Operating Departments as required.
- 5.1.9 Ensure that this Policy is communicated to Contractors, volunteers and other persons who attend CGS Workplaces.
- 5.1.10 Provide a process by which to report incidents of workplace violence, harassment, sexual harassment, and discrimination and ensure it is communicated, adhered to and maintained.
- 5.1.11 Promote a zero tolerance climate for workplace violence, harassment, sexual harassment and discrimination.
- 5.1.12 Protect complainants from acts of any retaliation to the best of their ability.
- 5.1.13 Actively monitor industry standards and available current information on workplace violence, harassment, sexual harassment and discrimination and provide information to and consult with Department Management to allow for the most effective implementation of workplace violence, harassment, sexual harassment and discrimination prevention.

### **5.2 The Manager/Supervisor**

It is the responsibility of the Manager/Supervisor to:

- 5.2.1 Conduct a workplace violence risk assessment in accordance with CGS's Workplace Violence Risk Assessment Tool. Risk assessments must be conducted initially and updated as significant changes or events occur that may increase the risks or introduce new ones.
- 5.2.2 Develop an action plan in accordance with the risks identified in Section 5.2.1.
- 5.2.3 Participate in required training on workplace violence, harassment and discrimination.
- 5.2.4 Ensure all Employees are trained in the CGS Workplace Violence, Harassment and Discrimination Prevention Policy and Program.

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- 5.2.5 Ensure Contractors and volunteers are aware of CGS's Workplace Violence, Harassment and Discrimination Prevention Policy and Program.
- 5.2.6 Encourage respectful workplaces free from violence, harassment, sexual harassment and discrimination.
- 5.2.7 Encourage Employees to report incidents of workplace violence, harassment, sexual harassment and discrimination.
- 5.2.8 Encourage Employees to put the complaint of harassment, sexual harassment or discrimination in writing by completing the Harassment and Discrimination Report Form and distribute in accordance with the instructions on the form.
- 5.2.9 Complete the Occupational Incident Report Form for incidents of workplace violence with or without injury and distribute in accordance with the instructions on the form.
- 5.2.10 Ensure that all Employees reporting workplace violence receive medical attention and emotional assistance (EAP or other) as required.
- 5.2.11 Respond promptly to all complaints of violence, harassment, sexual harassment or discrimination in a professional manner appropriate for the circumstances of the complaint or incident.
- 5.2.12 Follow the investigation process for all incidents of workplace violence, harassment, sexual harassment and discrimination and implement required actions to prevent recurrence.
- 5.2.13 Ensure that the confidentiality of all parties involved is maintained as reasonably as possible.
- 5.2.14 Protect complainants to the best of their abilities from acts of retaliation.
- 5.2.15 Promptly report any received or perceived threats against an Employee, volunteer, contractor, elected official or property to the TAT as per Appendix C.
- 5.2.16 Participate in the TAT meetings and assessments where requested.
- 5.2.17 Actively monitor incidents of workplace violence, harassment, sexual harassment and discrimination within their area and consult with HROD to allow for the most effective implementation of prevention strategies.
- 5.2.18 Ensure that all Employees have a means of summoning assistance when workplace violence occurs or is likely to occur.

### **5.3 Employees**

It is the responsibility of all Employees of CGS to:

- 5.3.1 Act in a respectful manner and not engage in any acts of violence, harassment, sexual harassment or discrimination in the workplace.

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- 5.3.2 Comply with this Policy and its associated Program at all times to protect themselves and others from violence, harassment, sexual harassment and discrimination in the workplace.
- 5.3.3 Report incidents of workplace violence, harassment, sexual harassment and discrimination promptly and in accordance with Section 4 of this Policy. This includes incidents where an Employee is witness to another Employee being subjected to workplace violence, harassment, sexual harassment or discrimination.
- 5.3.4 Complete the Harassment and Discrimination Report Form for incidents of harassment, sexual harassment and discrimination. For incidents of workplace violence, participate in the completion of the Occupational Incident Report Form to be completed by the Supervisor.
- 5.3.5 Participate in all training required by this Policy or otherwise required by the Employer or Supervisor.
- 5.3.6 Cooperate in any investigation of complaints or incidents of workplace violence, harassment, sexual harassment discrimination or breaches of this Policy.
- 5.3.7 Maintain Employee confidentiality as reasonably as possible.
- 5.3.8 Not engage in any acts of retaliation.
- 5.3.9 An Employee may refuse work where he/she believes that workplace violence is likely to endanger themselves or someone else. In such cases, regular work refusal protocols will apply.

### **5.4 Joint Health and Safety Committees**

It is the responsibility of the Joint Health and Safety Committees to:

- 5.4.1 Promote a respectful workplace, free from violence, harassment, sexual harassment and discrimination.
- 5.4.2 Work in conjunction with the Employer and provide input on the Workplace Violence, Harassment and Discrimination Policy and Program.
- 5.4.3 Review Workplace Violence Risk Assessments.
- 5.4.4 Investigate work refusals where workplace violence is likely to endanger an Employee.
- 5.4.5 Participate in training as required by this Policy or otherwise required by the Employer.
- 5.4.6 Maintain Employee confidentiality as reasonably as possible.

### **5.5 Threat Assessment Team (TAT)**

The TAT will:

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- 5.5.1 Assist Supervisor(s) and/or Employee(s) with the assessment of a threat, to determine the level of the threat as well as to develop and communicate an action plan to assist in controlling the identified threat.
- 5.5.2 Assist the Supervisor(s) and/or Employee(s) with the ongoing monitoring of threats in the workplace.
- 5.5.3 Review, analyze and track all incidents of threats in CGS's workplaces reported to the TAT.
- 5.5.4 Review and provide input on work practices, operational controls and training programs upon request, as may be developed by departments to address specific department needs.

### **6.0 REFERENCED DOCUMENTATION**

- [CGS Violence Risk Assessment Tool](#)
- [CGS Harassment and Discrimination Report Form](#)
- [CGS Occupational Incident Report Form](#)
- [CGS Respect = Service Poster](#)
- [CGS Critical Injury Policy](#)

### **7.0 APPENDICES**

- [Appendix A – Workplace Violence, Harassment and Discrimination Procedure Quick Reference Sheet](#)
- [Appendix B – CARE Method of Receiving a Complaint](#)
- [Appendix C – Threat Assessment Contact List](#)
- [Appendix D – Confidentiality Agreement](#)

### **8.0 REVISION TABLE**