



GENERAL MANUAL POLICY

APPROVED BY:


Executive Director

CATEGORY: Human Resources

TOPIC: Violence in the Workplace

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POLICY

Community Living Thunder Bay seeks to promote a respectful work environment which celebrates diversity and inclusiveness. Community Living Thunder Bay is committed to providing employees with a safe and healthy work environment that is free from any type of workplace violence or workplace bullying.

All Community Living Thunder Bay employees, volunteers, and students, have the right to a violence free workplace. Community Living Thunder Bay will not tolerate any type of violence or unacceptable behaviour in the workplace or during work-related activities perpetrated by or against our employees, volunteers, and students. All allegations of violence will be taken seriously and dealt with in a timely, confidential manner.

PURPOSE

The purpose of this policy is to define behaviour that constitutes violence in the workplace and to establish procedures for minimizing/preventing violence and unacceptable behaviour in the workplace, and to establish a complaint procedure if violence does occur.

Community Living Thunder Bay expects all employees to behave in a professional manner and to treat each other with dignity and respect, and therefore does not condone and will not tolerate violence in the workplace.

Workplace violence is not an acceptable part of this organization's work culture, employees who experience or witness violence is to report such behaviour as soon as possible. Reporting violent behaviour is a legitimate and positive contribution to workplace health and safety.

In order to make this part of the policy effective, managers/supervisors and union leadership must create a safe and supportive environment to ensure that employees take responsibility and accountability in reporting any incidents of reprisals to their direct Supervisor or someone in a supervisory, management or union leadership role whom they feel comfortable with.



SCOPE

This policy applies to all employees, volunteers, and students and all persons carrying on business or activities at Community Living Thunder Bay.

BEHAVIOURAL EXPECTATIONS

Generally, all employees, volunteers, and students will conduct themselves in a professional manner, treating others with courtesy and respect at all times.

All named parties will:

- Work together professionally regardless of current or past differences/difficulties
- Remain open minded and actively listen to other's points of view
- Work in a direct, prompt and sensitive manner to actively resolve issues that might disrupt the work environment
- Display common courtesy towards each other
- Address questions concerning Community Living Thunder Bay's policies / procedures to their supervisor
- Respond to questions and clarify information in a prompt and timely manner
- Respect cultural differences
- Maintain confidentiality

CONFIDENTIALITY

- In an effort to ensure confidentiality and preserve the integrity of any complaint received, all persons involved in the complaint process will be required to maintain strict confidentiality during and after the complaint procedure. Any person found guilty of violating confidentiality will be subject to discipline as per the HR #16 - Progressive Discipline Policy