

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name WORKPLACE VIOLENCE
Management Guideline Applies

720

Board Approved: _____
February 27, 2024
October 18, 2022
February 19, 2020
December 5, 2011

Reviewed: June 14, 2022
February 4, 2020
September 26, 2011

Review by: December 2025

RATIONALE

The Superior-Greenstone District School Board (SGDSB) is committed to the prevention of workplace violence and the promotion of a violence free workplace for all staff/workers, in which all people and staff/workers respect one another and work together to achieve common institutional goals. Workplace violence in any form erodes the mutual trust and confidence that are essential to the safety and well-being of all staff/workers and is considered unacceptable.

DEFINITIONS

Workplace Violence, is defined in the *Occupational Health and Safety Act (OHSA)* as:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- An attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker, and a
- 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.

POLICY

It is the policy at Superior-Greenstone District School Board to adhere to the *Occupational Health and Safety Act*. SGDSB is committed to the prevention of workplace violence for all staff/workers and promotes a violence-free workplace in which all staff/workers respect one another and work together to achieve common institutional goals.

Reports against the Director of Education or Board Compliance Officers must be reported using the procedure set forth in SGDSB Policy 726 Whistleblower.

GUIDING PRINCIPLES AND RESPONSIBILITIES

- 1.0** Violent behavior in the workplace is not acceptable from anyone. Staff/workers, students and other users will strive to foster a respectful workplace aimed at the prevention of workplace violence. Superior-Greystone District School Board will endeavor to promptly resolve workplace violence incidents. Complaints or incidents reported will be taken seriously and handled professionally.
- 2.0** The Board shall provide a mechanism to lodge and address a formal complaint or report of an incident, as well as to conduct investigations where necessary.
- 3.0** The Board shall provide a fair and objective process for dealing with alleged incidents or complaints of workplace violence, in a timely manner.
- 4.0** Confidentiality will be maintained to every extent possible; however, the nature of the investigation may require additional information beyond the complainant(s) and the respondent(s) to verify factual evidence.
- 5.0** Managers will adhere to this policy and will be responsible for providing staff/workers with necessary information and instruction about this policy.
- 6.0** Violence is a serious offence. Any individuals found to have perpetrated an act of violence may be subject to disciplinary action up to and including termination. In addition, individuals may be subject to action under the Criminal Code of Canada.

REVIEW

The Director of Education will oversee the review of this policy as necessary, but at least once every year.