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# PERSONNEL AND EMPLOYEE RELATIONS

7000

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## VIOLENCE IN THE WORKPLACE POLICY

7040

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1. Rationale

Lakehead District School Board (LDSB) believes in the prevention of workplace violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of workplace violence is unacceptable conduct. Workplace violence in any form erodes the mutual trust and confidence that are essential to the well-being of our staff.

2. Definitions

As defined by the Occupational Health and Safety Act, workplace violence is:

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker; and
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.

3. The Policy

- 3.1 It is the policy of LDSB to adhere to the Occupational Health and Safety Act. Lakehead District School Board believes in the prevention of workplace violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of workplace violence is unacceptable conduct in any form and erodes the mutual trust and confidence that are essential to the well-being of our staff.
- 3.2 This policy applies to all work activities that occur while on LDSB premises, or while engaging in workplace activities or workplace social events.
- 3.3 This policy applies to all members of the LDSB community, including but not limited to, employees, students, trustees, visitors such as parents/guardians, caregivers and community members, volunteers, permit holders, contractors, and employees of other organizations who work on or are invited to participate in Board related functions.
- 3.4 Lakehead District School Board is committed to implementing a process to deal with workplace violence and the requirements of the Occupational Health and Safety Act in accordance with Safe Schools legislation.

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4. Guiding Principles

- 4.1 Employees, students, and other users will strive to foster a respectful workplace through the prevention and prompt resolution of workplace violence incidents. Complaints will be taken seriously and handled professionally.
- 4.2 Lakehead District School Board shall provide a mechanism to lodge an informal complaint.
- 4.3 Lakehead District School Board shall provide a mechanism to lodge a formal complaint.
- 4.4 Lakehead District School Board shall provide a fair and objective formal process for dealing with alleged incidents of workplace violence. This includes actions such as conducting ongoing risk assessments and creating safety plans.
- 4.5 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 information.
- 4.6 Violence prevention training shall be offered to managers, supervisors and employees.
- 4.7 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 dismissal. In addition, individuals may be subject to action under the Criminal Code of Canada.

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5. Review

This policy shall be reviewed annually in accordance with the Occupational Health and Safety Act, R.S.O. 1990, Subsection 32.0.1.

| <u>Cross Reference</u>                            | <u>Date Approved</u>                                | <u>Legal Reference</u>  |
|---|---|---|
| 7030 Human Rights and Workplace Harassment Policy | May 25, 2010  | Education Act   |
| 7080 Health & Safety Policy                       | <u>Date Revised</u>                                 | Safe Schools Act  |
| 8070 Safe Schools Policy – System Expectations    | April 26, 2016<br>February 27, 2024<br>May 27, 2025 | Ontario Human Rights Code   |
| 8020 Access to School-Board Premises              |   | Ontario Health and Safety Act   |
| 1020 Equity and Inclusive Education               |   | Policy/Program Memorandum 120 – Reporting Violent Incidents                                     |
| 8040 Trespass to Schools                          |   | Policy/Program Memorandum 128 – The Provincial Code of Conduct/ School Board Codes of Conduct   |
| 8071 Bullying Prevention and Intervention         |   | Policy/Program Memorandum 144 – Bullying Prevention and Intervention                            |
| 8092 Code of Conduct                              |   | Policy/Program Memorandum 145 – Progressive Discipline and Promoting Positive Student Behaviour |
|   |   | Provincial Model for a Local Police/School Board Protocol (2015)                                |