



## **PETERBOROUGH LAKEFIELD POLICE SERVICES BOARD**

### **Workplace Violence and Harassment**

#### **Policy Statement:**

The Peterborough Lakefield Police Services Board desires to enact a policy with respect to Workplace Violence and Harassment.

#### **Application:**

This policy applies to the Peterborough Lakefield Police Services Board and the Chief of Police or designate. It provides the foundation for the development of the Peterborough Lakefield Community Police Service's operating policies and procedures with respect to Workplace Violence and Harassment.

#### **Authority:**

The Peterborough Lakefield Police Services Board shall establish policies for the effective management of the Police Service under section 31 of the *Police Services Act, 1990*.

In December of 2009, Bill 168, an Act to amend the *Occupational Health and Safety Act*, became law, with an implementation date of June 15<sup>th</sup>, 2010. The Bill made legislative amendments to further protect workers from violence and harassment in the workplace.

The Ontario Ministry of Community Safety and Correctional Services Standard AI-003 – Equal Opportunity, Discrimination and Workplace Harassment, requires procedures on responding to and preventing discrimination and harassment in the workplace.

Any management responses to allegations related to this policy against sworn members of the Police Service must adhere to the procedural requirements of Part V of the *Police Services Act*, and to Regulation 123/98.

Disclosure of any personal information concerning a member of the Police Service must meet the requirements of the *Police Services Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

**Accordingly:**

The Peterborough Lakefield Police Services Board is committed to providing a healthy and safe workplace for all sworn, civilian and auxiliary members of the Police Service; including temporary, part time, contract staff, fee-for-service individuals and volunteers.

In addition, the Board is committed to the prevention of workplace violence and harassment. The Board understands that these unwanted behaviours must be addressed early to minimize the risk for workplace harassment and/or violence.

These are serious matters that may represent a violation of the *Criminal Code of Canada*, the *Ontario Human Rights Code* and/or the *Occupational Health and Safety Act*.

**1. Workplace Violence and Harassment Policy**

The Chief of Police Shall:

- a) Take all reasonable steps to protect members from workplace harassment and violence.
- b) Develop, implement and maintain a workplace violence and harassment policy. This policy shall be reviewed annually.
- c) Ensure this policy is posted in a prominent place in the workplace whereby all members have access to it.
- d) Ensure that all members are educated with respect to this policy.
- e) Ensure that the right to refuse work is subject to section 43(1) and 43(2)(a) of the Ontario *Occupational Health and Safety Act*, which stipulates that anyone employed as a sworn member in a Police Service cannot assert the right to refuse work when the particular job or task is:
  - Inherent in the employee's work
  - Is a normal condition of the member's employment
  - When refusal to work would directly endanger the life, health or safety of another person.

- f) Assign a member of the Service to be the workplace coordinator. This person will investigate incidents involving allegations of workplace violence to ensure fairness and objectivity.

## **2. Workplace Violence And Harassment Program**

The Chief of Police Shall:

- a) Development and maintain a program to implement the policy with respect to workplace violence and harassment as prescribed by law.
- b) Provide members with appropriate information and training on the contents of the workplace violence policy and program.
- c) Hold members with supervisory responsibilities accountable for promoting and implementing available health and safety programs, for complying with prescribed law and for ensuring that workplaces under their supervision are maintained in a healthy and safe condition.

## **3. Workplace Violence and Harassment Program – Assessment of Risks**

The Chief of Police Shall:

- a) Ensure a workplace violence risk assessment is undertaken. This evaluation shall consider the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.
- b) Provide the results of this assessment to the Joint Occupational Health and Safety Committee.
- c) Reassess the risks of workplace violence and harassment at least once a year, or more frequently if needed, to ensure the policy and program continue to protect members from such violence.

## **4. Domestic Violence**

The Chief of Police shall take every precaution reasonable for the protection of a member if a person in authority becomes aware, or ought reasonably to be aware, of domestic violence that would likely expose a worker to physical injury that may occur in the workplace.

## 5. Disclosure of Personal Information

The Chief of Police shall ensure that the disclosure of personal information related to a risk of workplace violence takes into consideration the requirements of both the *Occupational Health and Safety Act* and the *Municipal Freedom of Information and Protection of Privacy Act* and, if applicable, the *Police Services Act*.

## 6. Reporting Requirements

The Chief of Police Shall:

- a) Review the Police Service's Workplace Violence and Harassment Policy on an annual basis.
- b) Reassess the risks of workplace violence to ensure the related policy and program continues to protect workers from such violence.
- c) Assess the effectiveness of the Police Service's Workplace Violence and Harassment Program on an annual basis and report to the Board.

## 7. Administration

- a) That this policy is hereby enacted by the Peterborough Lakefield Police Services Board on this 14<sup>th</sup> day of September 2010 and shall take effect on that date.
- b) That distribution of this policy be unrestricted.

---

Chair  
Peterborough Lakefield Police Services Board

Additional References:

Evaluation Date:

Issue Date: September 14<sup>th</sup>, 2010

Revision Date: