



WORKPLACE VIOLENCE, HARASSMENT, AND DISCRIMINATION POLICY AND PROGRAM

PURPOSE

The Co-operative Development Foundation of Canada (CDF Canada) is committed to providing a safe work environment that is free from violence or the threat of violence, harassment, or discrimination, and in which all individuals are treated with respect and dignity. CDF Canada has a **zero-tolerance** policy for any form of violence (actual, attempted, or threatened), harassment, or discrimination in the workplace. CDF Canada treats all incidents seriously and promptly investigates all allegations of violence, harassment, and discrimination.

This Policy is intended to:

- Create and foster a work environment free from workplace violence, harassment, and discrimination,
- Assist all employees in identifying and preventing violence, harassment, and discrimination in the workplace,
- Establish and detail the responsibilities of all employees to maintain a workplace free from violence, harassment, and discrimination
- Ensure that incidents of workplace violence, harassment, and discrimination are reported as appropriate, and
- Ensure that incidents of workplace violence, harassment, and discrimination are investigated and resolved in a timely manner.

APPLICATION & SCOPE

This Policy applies to all employees, including all full-time and part-time employees, temporary and fixed-term employees, and employees on leave of absence. This Policy also applies to all persons who attend CDF Canada's workplace including, but not limited to, contractors, volunteers, interns, students, and members of the public utilizing CDF Canada's services.

This Policy applies to all activities that occur on CDF Canada's premises or while engaging in business activities or social events on behalf of CDF Canada. This includes:

- Work assignments outside of CDF Canada premises,
- Work-related conferences, training sessions, seminars, etc.,
- Work-related travel, and
- Work related social functions organized by CDF Canada.

REVIEW

This Policy is subject to annual review, and modifications will be made as deemed necessary to respond to current conditions and evolving needs.



DEFINITIONS

Workplace

The *Occupational Health and Safety Act* defines workplace as any land, premises, location or thing at, upon, in or near which a worker works

Workplace Harassment

The *Occupational Health and Safety Act* defines workplace harassment as:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- (b) workplace sexual harassment

Workplace Sexual Harassment

The *Occupational Health and Safety Act* defines workplace sexual harassment as:

- (a) engaging in a course of vexatious comment or conduct against a worker 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 worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome

Discriminatory Harassment

The Ontario *Human Rights Code* prohibits discrimination and sexual harassment in the workplace. The *Human Rights Code* states:

- Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.
- Every person who is an employee has a right to freedom from harassment in the workplace because of sex, sexual orientation, gender identity or gender expression by his or her employer or agent of the employer or by another employee.

Examples of discriminatory harassment may include, but are not limited to:

- Displays of offensive, derogatory, or sexually explicit pictures, photographs, cartoons, drawings, symbols and other material
- Unwanted touching or other suggestive physical contact
- Offensive remarks about sexual orientation



- Racist language, slurs, derogatory comments, stereotypes
- Telling racist or ethnic jokes that are by their nature embarrassing or offensive
- Threats or abuse based on colour, language or ethnic background

Workplace Violence

The *Occupational Health and Safety Act* defines workplace violence as:

- (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 the worker;
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Examples of workplace violence include, but are not limited to:

- Stalking or criminal harassment,
- Shouting, spitting, swearing at an employee,
- Physical intimidation, bullying, mobbing, or threatening gestures,
- Leaving or sending threatening notes or e-mails to an employee, workplace or to external sources,
- Assault, sexual assault or the attempt or threat of an assault against an employee,
- Threatening the use of a weapon, unlawfully possessing or carrying a weapon while at work,
- Pushing, shoving or kicking an employee,
- Hitting or trying to hit an employee,
- Throwing an object at an employee,
- Kicking an object the employee is standing on such as a ladder

Sexual assault is any physical contact made of a sexual nature that is known or ought reasonably to be known to be unwelcome. Sexual assault may include, but is not limited to, any unwanted physical contact such as touching, kissing, patting, massaging, fondling or pinching.

Complainant

“*Complainant*” refers to an individual who has reasonable cause to believe that he or she has been the subject of workplace violence, harassment, or discrimination and who complains using the procedures outlined in this Policy.

Respondent

“*Respondent*” refers to the person against whom a complaint of alleged workplace violence, harassment, or discrimination has been made.



WORKPLACE VIOLENCE, HARASSMENT, AND DISCRIMINATION POLICY

Workplace Violence, Harassment, and Discrimination

CDF Canada will not tolerate workplace violence, harassment, or discrimination committed by or against any person in the workplace and will take whatever steps are reasonable for the protection of our employees from workplace violence, harassment, and discrimination from all sources.

As the employer, CDF Canada will ensure that this Policy and Program are implemented and maintained, and that all employees have the appropriate information and instruction to protect themselves from violence, harassment, and discrimination in the workplace.

All new employees will participate in mandatory workplace harassment, violence, and discrimination training within 30 days of hire date. In addition, a copy of this Policy is reviewed and given to all new employees on the first day of work as well as being available to employees at all times on CDF Canada's public (P) drive.

All employees must be dedicated to preventing workplace violence, harassment, and discrimination. All employees must work in compliance with this Policy and Program. All employees are encouraged to raise any concerns about workplace violence, harassment, and discrimination, and are required to immediately report any incidents or threats.

Employees who engage in conduct that contravenes this Policy will be disciplined, up to and including dismissal. Any employee who has authority to appropriately prevent, discourage, or intervene against workplace violence, harassment, and discrimination will be held responsible for failing to exercise this authority. However, no one is expected to act in a way that puts his/her own personal safety at risk.

Every employee of CDF Canada has the right to report any incidence or threat of violence, harassment, and discrimination without reprisal or threat of reprisal for so doing, so long as the employee is acting in good faith (i.e. the report is not frivolous, vexatious, or made in bad faith).

CDF Canada pledges to investigate and deal with all incidents and complaints of workplace violence, harassment, and discrimination in a fair and timely manner, respecting the privacy of all concerned as much as possible.

This Policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Appropriate supervisory or management actions, including but not limited to the directing or assigning of work, performance counselling, employee performance appraisals, conflict management, or discipline, are not considered workplace violence, harassment, or discrimination.

If an employee has questions regarding this Policy or Program, or requires further assistance, they may contact the Director, Operations (HR).

Domestic Violence

Any employee experiencing domestic violence outside of the workplace that may create a risk of danger to themselves or others in the workplace is encouraged to report such violence to their Supervisor or to



Human Resources so that all reasonable preventative steps can be taken to ensure the safety of employees.

The *Occupational Health and Safety Act* defines workplace violence. Domestic violence is interpreted in a manner consistent with the workplace violence definition when it may occur in the workplace.

Guidelines

If CDF Canada becomes aware that domestic violence that would likely expose an employee to physical injury may occur in the workplace, CDF Canada shall take every precaution reasonable in the circumstances for the protection of the employee. Supervisors must promptly notify Human Resources of any such reasonable belief.

The document [Recognizing Domestic Violence in the Workplace](#) provides a more complete list of the signs of domestic violence.

CDF Canada will not tolerate acts of domestic violence perpetrated by or against any employee while in its office or while an employee is conducting CDF Canada business. This includes the display of any violent or threatening behavior by a perpetrator (verbal or physical) that is likely to result in physical or emotional injury or otherwise places a victim's safety or productivity at risk.

In response to a voluntary request by an employee who is a victim of domestic violence, CDF Canada through its Human Resources Department, will provide appropriate support and assistance. This includes identifying a person to whom an employee can go to seek help, resource and referral information, or leave as needed to obtain assistance.

CDF Canada is committed to working with employees who are victims of domestic violence to prevent abuse and harassment from occurring in the workplace. No employee will be penalized or disciplined in the workplace for being a victim of domestic violence or for reporting concerns regarding domestic violence to CDF Canada.

Employees who are identified as perpetrators of domestic violence will be encouraged to access services through the CDF Canada's Employee Assistance Program. They will be provided with information regarding counseling and intervention resources. CDF Canada will take any other actions as necessary, in accordance with this Policy, to ensure the safety of its employees and the workplace.

Any employee, who threatens, harasses, or abuses someone at the workplace, or from the workplace, using CDF Canada resources such as work time, workplace phones, fax machines, mail or other means is subject to corrective or disciplinary action, up to and including termination.

All employees are expected to take seriously the problem of domestic violence and its effects in the workplace. CDF Canada will take all reasonable measures to foster a safe working environment for all employees.



ROLES AND RESPONSIBILITIES

Employee Responsibilities

All employees are responsible for:

- reading and understanding the requirements and obligations of this Policy,
- upholding the principles set out in this Policy,
- maintaining a safe work environment,
- ensuring their own immediate physical safety in the event of workplace violence and summoning law enforcement (if necessary),
- not engaging in or ignoring violent, threatening, intimidating or other disruptive behaviours,
- acting respectfully towards others,
- co-operating with all efforts to investigate and resolve matters that violate this Policy,
- reporting promptly, as outlined in this Policy, any and all incidents where the employee is subjected to, witnesses, or has knowledge of workplace violence or the threat of violence, or where the employee has reason to believe that workplace violence may occur,
- reporting promptly, as outlined in this Policy, any and all incidents of harassment and discrimination,
- maintaining confidentiality relating to investigations under this Policy, and
- participating in education and training programs related to workplace violence, harassment, and discrimination and being able to respond appropriately to any incidents or threat of workplace violence, and incidents of harassment or discrimination.

CDF Canada's Responsibilities

CDF Canada is responsible for:

- promoting a safe and respectful workplace that is free from violence, harassment, and discrimination,
- upholding the principles set out in this Policy and implementing the Program,
- promoting compliance with this Policy,
- conducting a risk assessment of the workplace to determine the potential for the risk of violence situations, reassessing as often as necessary to ensure that this Policy and Program continue to protect employees, and sharing the results of the assessments with the JHSC,
- consulting with the JHSC in the maintenance of this Program,
- providing employees with the necessary information, including personal information, about a person with a history of violence behaviour if it is expected that the employee will encounter the person in the course of their work activities, and the risk of workplace violence is likely to expose the employee to physical injury. CDF Canada will not disclose more information than is reasonably necessary to protect an employee from physical injury,
- ensuring appropriate training and education of all employees, including supervisors, with respect to this Policy and Program,



- ensuring that supervisors are aware of their responsibilities under this Policy and Program, as well as the *Occupational Health and Safety Act*, and that they are able to clarify and communicate to employees what constitutes violence, harassment, and discrimination, and the reporting and investigation process,
- taking all reasonable precautions in the circumstances for the protection of any employee if CDF Canada becomes aware of a domestic violence situation that would likely expose an employee to physical injury in the workplace,
- taking all reasonable steps to deal with alleged workplace violence that it is aware of or should reasonably have been aware of (even if a direct complaint has not been made) in a timely fashion while maintaining confidentiality in accordance with this Policy,
- reviewing all reports made under this Policy and Program in a prompt, objective, and sensitive manner,
- documenting details on violence, harassment, and discrimination, actions taken, outcomes, and/or remedies implemented,
- responding immediately to all workplace violence related calls by immediately contacting police services or emergency services when appropriate, and
- facilitating medical attention or other support measures for employees who are directly or indirectly involved in an incident of workplace violence, harassment, and discrimination

Supervisory Responsibilities

All supervisors and managers are responsible for assisting CDF Canada in complying with its responsibilities outlined above, by:

- upholding the principles set out in this Policy,
- communicating and educating employees on this Policy,
- educating employees on workplace violence risks and hazard controls specific to their work location,
- not engaging in any behaviour contrary to this Policy,
- not allowing or condoning any behaviour contrary to this Policy,
- conducting 'hazard identification' and 'risk assessments' that identify the potential risks of workplace violence based on the nature of the work and the work environment,
- implementing hazard controls to eliminate or minimize workplace violence risk as identified through investigations,
- responding to employee concerns related to workplace violence, harassment, and discrimination,
- immediately reporting all incidents of violence, harassment, or discrimination as outlined in this Policy,
- addressing incidents and complaints of workplace violence, harassment, or discrimination in a timely manner,
- ensuring that the Co-Chair of the relevant JHSC is informed of an incident of workplace violence within four (4) days of the incident occurring,
- responding to work refusals in accordance with CDF Canada's Health & Safety Policy,



- documenting details of the incident(s) of violence, investigative actions taken, outcomes and remedies,
- taking prompt action to resolve situations, and
- imposing discipline on employees that engage in violent conduct or behaviour.

Human Resources' Responsibilities

The Human Resources Department is responsible for assisting CDF Canada in complying with its responsibilities, as outlined above, by:

- upholding the principles set out in this Policy
- promoting compliance with this Policy,
- educating employees on the requirements of this Policy,
- providing education and training to all employees on what constitutes workplace violence, harassment, and discrimination, and how to prevent violence, harassment, and discrimination
- providing education and training to all employees on the Ontario *Occupational Health and Safety Act*,
- responding to complaints of workplace violence, harassment, and discrimination in a sensitive and timely manner,
- responding to, and conducting investigations into, workplace violence, harassment, and discrimination in accordance with this Policy,
- co-ordinating or conducting formal workplace violence threat assessment,
- preparing and implementing protection plans and/or security alerts,
- communicating protection plans to management of the affected area,
- recommending and assisting in the implementation of controls to minimize the risks of workplace violence,
- maintaining accurate records of all reported incidents of workplace violence, harassment, and discrimination,
- reviewing reports from department Manager on results of workplace violence hazard assessments, and the effectiveness of controls implemented to minimize or eliminate the risks of workplace violence,
- providing statistical reports on all incidents of violence committed against employees to the Executive Director,
- advising management staff on appropriate corrective action and discipline that arises from an employee's violation of this Policy, and
- participating in the review of this Policy for continuous improvement.

Joint Health and Safety Committee's Responsibilities

The JHSCs are responsible for:

- upholding the principles set out in this Policy,



- providing education and training to all employees on the *Occupational Health and Safety Act*,
- providing assistance to supervisors and management to identify workplace violence hazards, and how to eliminate or minimize those risks,
- providing recommendations to management to reduce or eliminate the risk of violence,
- recommending corrective measures for the improvement of the health and safety of workers,
- responding to employee concerns related to workplace violence and communicating these concerns to management
- recommending and assisting in the implementation of controls to minimize the risks of workplace violence,
- attending the investigation of work refusals involving workplace violence,
- liaising with the Ministry of Labour during their investigations or inspections related to workplace violence, including work refusals, and
- participating in the review of this Policy for continuous improvement.

WORKPLACE VIOLENCE, HARASSMENT, AND DISCRIMINATION PROGRAM

Summoning Immediate Assistance

If an incident is of an urgent and serious nature, employees should first ensure their safety and contact 911 if possible before following the steps below. First Aid measures should be taken if possible. Employees should be mindful of their personal safety and should not attempt to intervene in any act of physical violence.

As soon as it is safe to do so, employees who believe that they have been subject to, witnessed, have knowledge of, or have a reason to believe that workplace violence may occur should follow the reporting process outlined below.

Complaint Procedure

Reporting Workplace Violence, Discrimination, or Harassment

Employees are free to consult with Human Resources on a confidential basis at any time in the process set out below. Employees also have the right to file an Application directly with the Human Rights Tribunal of Ontario.

If it is safe and appropriate to do so, employees are first encouraged to attempt to resolve concerns through clear and direct communication with the person(s) engaging in the unwelcome conduct if they feel comfortable with such communication. Mediation and/or conflict resolution may be arranged where all parties are in agreement.

Any employee who becomes aware of, witnesses, or has been involved in an incident or a threat of workplace violence, or an incident of harassment or discrimination, must immediately report the matter in writing to the Director, Operations, even in circumstances where the police are conducting a criminal investigation into the incident. The Executive Director must be notified of the incident as soon as possible thereafter.



If there is a serious and immediate threat, employees will receive information and instructions from CDF Canada and, depending on the nature of the workplace threat or incident, the appropriate law enforcement agency may be summoned. CDF Canada will make every attempt to ensure there is no escalation of the situation and the safety of all involved is protected.

In situations where an employee fears for their safety and believes they require the services of the police, the employee is advised follow the procedure outlined above for summoning immediate assistance. It is important to note that an employee may involve the police at any time during the complaint process. Any employee who is a victim of a criminal act should directly contact the police to lay criminal charges.

The written report of the incident made to the Director, Operations should include the following information:

- The name of the employee who allegedly experienced workplace violence, harassment, or discrimination (the Complainant), and their contact information.
- The name of the individual allegedly responsible for the workplace violence, harassment, or discrimination (the Respondent), and their contact information, if known.
- The name of any witnesses or other individuals with relevant information to provide about the incident, and their contact information, if known.
- Details about what happened, including dates, frequency, and the location of the alleged incident(s), as well as:
 - Any supporting documents that the Complainant may have in their possession that is relevant to the complaint; and
 - A list of any documents that a witness or other individual with relevant information about the incident may have in their possession.

Investigation of Incidents of Workplace Violence, Harassment, and Discrimination

All reported incidents of workplace violence, harassment, and discrimination will be promptly investigated if the allegations constitute a violation of this Policy. However, a complaint alleging an incident that occurred more than six (6) months prior, or if there were a series of incidents, within six (6) months after the last incident in the series, will be dismissed, unless Human Resources and the Executive Director are satisfied that the delay was incurred in good faith.

Based on the nature and circumstances of each incident, the investigation may be conducted by the Director, Operations (HR) or by an external investigator as appropriate, at CDF Canada's discretion. Please note that the appropriate law enforcement agency, if any, may conduct its own independent investigation.

Where the Respondent is not a CDF Canada employee, the Director, Operations (HR) will co-ordinate the police response as required, and conduct the investigation into the incident.



CDF Canada pledges to investigate and deal with all incidents and complaints of workplace violence, harassment, and discrimination in a fair and timely manner, respecting the privacy of all concerned as much as possible, in accordance with the following process.

The Investigation Process

- The appointed investigator will investigate the complaint as soon as possible, generally within 90 days unless extenuating circumstances warrant a longer investigation e.g. illness, complex investigation. The investigation will be fact-based, neutral, fair, and thorough.
- The investigator will interview the Complainant, and if the Respondent is an employee (or where otherwise possible), the Respondent. The investigator must interview any relevant witnesses identified by the Complainant, the Respondent, or CDF Canada, or as necessary to conduct a thorough investigation. Reasonable efforts must be made to interview any relevant witnesses who are not employed by CDF Canada. The Complainant and the Respondent each have the right to be accompanied by or represented by a person of choice.
- The investigator must collect and review any relevant documents.
- The investigator must take appropriate notes and statements during all interviews.
- The Respondent must be given the opportunity to respond to specific allegations raised by the Complainant. In appropriate circumstances, the Complainant should be given a reasonable opportunity to reply.
- The investigator must prepare a written report summarizing the allegations of the Complainant, the steps taken during the investigation, the response from the Respondent, the evidence of any witnesses, and the evidence gathered and reviewed. The report must set out findings of fact and come to a conclusion about whether the complaint is founded in whole, founded in part, or unfounded.
- Depending on the complexity of the investigation, the Complainant and the Respondent will be contacted within fifteen (15) working days about the status of the investigation and the action(s) being taken.

In circumstances where an employee may be criminally charged, or has been charged, and has refused to participate in an investigation, CDF Canada remains obligated to continue with its investigation to the extent possible and will make findings based on the information available to it at that time.

Pending the completion of an investigation, appropriate measures will be taken to ensure the workplace is free from violence, harassment, and discrimination. Such measures may include the Respondent being transferred to another department, re-assigned duties, suspended, and/or relieved of duty. Human Resources will consult with the Executive Director to determine the most appropriate course of action pending the completion of an investigation.

Confidentiality and Record-Keeping

CDF Canada understands that it is difficult to come forward with a complaint. We recognize both the Complainant's and Respondent's interest in keeping the matter confidential. To protect the interests of all parties involved, confidentiality will be maintained throughout the complaint process to the extent possible in the particular circumstances and except as required by law. However, confidentiality does not

mean anonymity; the Respondent has the right to know the name of the Complainant and the details of the allegations being made against him/her.

Information will be disclosed during the complaint process only to the extent necessary to:

- (a) Protect the safety or security of any individual involved in a complaint, or any other CDF Canada employee,
- (b) Protect people not related to CDF Canada if any reasonable concerns for their safety are identified,
- (c) Conduct a proper and fair investigation, or
- (d) Comply with the law or litigation.

While the investigation is ongoing, the Complainant, the Respondent, and any witnesses must not discuss the incident, complaint, or the investigation with any other person, except to the extent necessary to obtain advice about their rights.

The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

CDF Canada will track and keep confidential records of all investigations. Records will be kept in a secure location, separate from any employee's personnel files, for as long as necessary, but at least one year. Records of any disciplinary action taken will be kept in the appropriate employee's personnel file.

Records of the investigation include:

- A copy of the complaint or details about the incident.
- A record of the investigation including notes.
- A copy of the investigation report.
- A summary of the results of the investigation that was provided to the employee who allegedly experienced unwelcome conduct.
- A copy of any corrective action taken to address the complaint or incident of workplace harassment, violence, or discrimination.

Investigation Results

The investigator may make a finding of:

- Sufficient evidence to support a finding that one or more allegations in the complaint amount to a violation of this Policy,
- Insufficient evidence to support a finding that one or more allegations amount to a violation of this Policy, or
- No violation of this Policy.

The investigator will prepare a written report, as detailed in the Investigation Process section above.

Within 10 days of the investigation being completed, the Complainant and the Respondent, if they are an employee of CDF Canada, will be informed in writing of the results of the investigation and corrective action taken or that will be taken by CDF Canada to address workplace violence, harassment, and discrimination.

Should the investigation conclude that the Respondent has engaged in workplace violence, harassment, or discrimination, management, in consultation with Human Resources, will determine what disciplinary measures, if any, are appropriate based on the severity and frequency of the misconduct, and any other relevant considerations.

Disciplinary measures may include, but are not limited to, warnings, suspensions, immediate termination of employment, or any combination of the above depending on the circumstances. Disciplinary decisions will be documented and placed in the culpable employee's personnel file.

Remedial Action

All employees involved or affected by an incident of workplace violence, harassment, or discrimination will be offered support from CDF Canada's Employee Assistance Program, together with any other remedial measures deemed appropriate by CDF Canada. Where appropriate, remedial actions may be taken, such as training or education.

Frivolous, Vexatious, or Bad Faith Complaints

An investigation may determine that a complaint is not supported or that there is no breach of this Policy. Such a finding does not automatically mean that the complaint was frivolous, vexatious, or made in bad faith.

It is a violation of this Policy to put forward a vexatious and/or bad faith complaint. These include complaints that are filed:

- Without reasonable grounds,
- With the intention to embarrass or harass, and/or
- With no factual basis.

If it is proven in an investigation that an employee made a complaint in bad faith and/or the complaint was frivolous or vexatious, he or she will be subject to discipline, up to and including dismissal.

Reprisals

Regardless of the outcome of an investigation, if any, any person who reports an incident, or acts as a witness in good faith, is protected from reprisal, the threat of reprisal, and/or further violence, harassment or discrimination.

Reprisal is defined as an action with a negative impact that is taken, threatened, or suggested against a person, directly, indirectly, in whole or in part because that person:

- Files a complaint;



- Associates with a person who filed a complaint;
- Participates in any way in an investigation of a complaint;
- Reports any failure to follow through with a decision flowing from an investigation; or
- Takes any other action required or permitted by this Policy and Program

Reprisals are considered a serious disciplinary breach. Any employee who engages in reprisal against anyone who has filed a complaint or who is co-operating in an investigation of a complaint will be disciplined up to and including dismissal.

Work Refusals

Any work refusal that arises from an incident of workplace violence must be reported and shall be investigated by Human Resources and a member of the JHSC in accordance with CDF Canada's Work Refusal process.

Workplace Violence Response Team

The Workplace Violence Response Team consists of Human Resources, Senior Management, the Executive Director, a member of the JHSC and CDF Canada's Employee Assistance Program.

When circumstances warrant, and certainly in all emergencies, the Executive Director will promptly call a meeting of the Workplace Violence Response Team, and together the team will formulate an action plan to address the risks associated with the incident of workplace violence and the short-term and long-term resolution options. Circumstances that would warrant such a meeting include, but are not limited to, dealing with an incident of violence requiring ongoing attention, identifying persons with a history of violent behaviour or addressing situations with the potential to escalate into more serious workplace violence.