



HR –Harassment and Violence in the Workplace

PURPOSE:

The AIDS Committee of Ottawa (ACO) believes in the prevention of violence and promotes a violence-free workplace that is respectful and free of harassment. ACO is further committed to providing a safe, healthy, and supportive working environment by treating everyone with integrity, respect, caring, and sensitivity.

The AIDS Committee of Ottawa recognizes that harassment, bullying and/or violence may occur in any workplace and therefore will make every reasonable effort to identify all potential sources of harassment or violence in order to eliminate and/or minimize such risks.

While this policy applies specifically to those persons working at the ACO (workers, contractors and volunteers), the same guiding principles of integrity, respect, caring and sensitivity apply equally to all persons associated with the organization. The ACO strongly believes that harassment and violence will not be tolerated, and will make every reasonable effort to prevent it from occurring.

POLICY:

1. SCOPE

This policy applies to all workers, contractors, and volunteers of The AIDS Committee of Ottawa

2. DEFINITIONS

Workplace Violence is:

- a) The exercise of physical force by a person against another person, in a workplace, that causes or could cause physical injury to the person;
- b) An attempt to exercise physical force against another person, in a workplace, that could cause physical injury to the person;
- c) A statement or behavior that is reasonable for a person to interpret as a threat to exercise physical force against the person, in a workplace, that could cause physical injury to the person.

Workplace Harassment is:

Engaging in a course of abusive comments or conduct against a person, in a workplace, that is known or ought reasonably to be known as unwelcome.

Workplace Bullying is:

To use strength, influence or authority to intimidate, typically to force or coerce.

3. The AIDS Committee of Ottawa will not tolerate any type of harassment, bullying or violence within the workplace or at work related activities.
4. A person who subjects another person to workplace violence and/or harassment may be subject to disciplinary action up to and including immediate termination for cause, or other forms of discipline depending on the severity of the conduct.
5. The AIDS Committee of Ottawa will take every reasonable precaution to ensure, so far as is reasonably practicable, that no person is subject to harassment, bullying or violence in the workplace or at work related activities.
6. The AIDS Committee of Ottawa recognizes that workplace violence and/or harassment may involve conduct that is verbal or non-verbal, a single incident or a series of incidents.
7. The AIDS Committee of Ottawa will provide a training program for workers and volunteers that include policies, procedures, clarity of roles, responsibilities and other measures that have been developed to minimize or eliminate risks of possible workplace harassment or violence.
8. The AIDS Committee of Ottawa will conduct a regular risk assessment and, at annual performance reviews, make the results of such an assessment available.
9. All team leaders, workers, volunteers and the Executive Director are equally responsible for complying with the terms of this policy and preventing violent and/or harassing conduct in the workplace.
10. As per the ACO Complaints Policy, workers and volunteers are responsible for promptly reporting to their team leaders any incident of workplace harassment, bullying or violence. If the workplace harassment, bullying or violence is of a team leader or the Executive Director then the incident should be reported to the Executive Director or the

Chair of the Board of Directors accordingly. The Incident Reporting Form attached to this Policy serves as a guideline for completing such reports.

11. Every team leader, ED, and Board Chair is responsible for promptly responding to and investigating allegations of workplace harassment, bullying or violence in accordance with this policy.
12. In the event that the AIDS Committee of Ottawa is aware of domestic violence that could likely expose a worker or volunteer to physical injury in the workplace, ACO will take every precaution reasonable in the circumstances to ensure the protection of affected persons.
13. Under the *Occupational Health and Safety Act*, The AIDS Committee of Ottawa is required to provide information that is within its knowledge (including personal information) to its workers and volunteers about a person with “a history of violent behavior” if:
 - a) The worker or volunteer can be expected to encounter the person in the course of their work; and
 - b) There is a risk of workplace violence likely to expose the worker or volunteer to physical injury.
 - c) Pursuant to this obligation, if The AIDS Committee of Ottawa is of the view that there is a risk of workplace violence such that a worker or volunteer is likely to be exposed to physical injury, ACO will provide information, including personal information that is reasonably necessary to protect the person from physical injury.
14. In the event that any person has reason to believe that there may be a danger of workplace violence, the person has a right to refuse to perform work. The person who is refusing to work because of the potential of workplace violence must immediately report that refusal to the Executive Director. The ED will assign an investigator to investigate the work refusal in accordance with this policy. During the investigation, the person should remain in a safe place that is as near to his or her work station as reasonably possible and be available to the investigator for the purpose of the investigation. If the complaint involves the ED, the person will report the complaint to the Chair of the Board of Directors.

15. This policy is not intended to discourage or prevent any person from exercising any other legal rights pursuant to any law.

INCIDENT REPORTING FORM

Section 1 – Identifying Information

Your Name:		Incident Date:	
Your Position:		Incident Time:	
Phone Number:		Incident Location:	
Are you the complainant or did you witness the incident			

Was medical attention obtained? YES NO If YES, describe the medical attention provided:

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Section 2 – Incident Details

Provide a description of the event or incident:

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Section 3 – Witnesses

Witness # 1 name & number:	
Witness # 2 name and number:	
Witness #3 name and number:	
Witness #4	

Section 4 – Additional Relevant Information (please use reverse side if needed:

