



PLP HS 213 Workplace Violence and Harassment

Park Lawn Preschool Inc. is committed to providing a safe and respectful work environment for all employees in accordance with the provisions of the *Occupational Health and Safety Act*. No one should be subjected to violence and harassment for any reason, at any time. Violence and harassment have no place in the workplace or any situation involving Park Lawn Preschool Inc.'s employees. Every employee has the right to work in a safe environment free of harassment and the responsibility to maintain one. The Workplace Violence and Harassment Policy apply to all employees of Park Lawn Preschool Inc. The Operations Manager and Supervisors have a direct duty to prevent and respond to harassment, and to educate staff and the community under this policy.

All complaints of violence and harassment will be treated seriously and Park Lawn Preschool Inc. will address all complaints quickly, confidentially and fairly.

Definitions

- ❖ **Workplace Harassment** means engaging in a course of vexatious comment or conduct against an employee in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. Harassment can take the form of intimidation or threats to any employee. Harassment is NOT the normal exercise of supervisory responsibilities, including training, direction, instruction, counselling and discipline.
- ❖ **Workplace Sexual Harassment** means:
 - (a) engaging in a course of vexatious comment or conduct against an employee 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 employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;
- ❖ **Workplace Violence** means the exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee, an attempt to exercise physical force against an employee in a workplace that could cause physical injury, and/or a statement or behaviour that it is reasonable for an employee to interpret as a threat to exercise physical force against the employee in a workplace that could cause physical injury to the employee. This also includes Domestic Violence.
- ❖ **Domestic Violence** is considered workplace violence when a person who has a personal relationship with an employee – such as a spouse or former spouse, current or former intimate partner or a family member – may physically harm, or attempt or threaten to physically harm, that employee at work.

- ❖ **The workplace** is any place where employees perform work or work-related duties or functions. Child care centre-related activities such as excursions also comprise the workplace.
- ❖ **Employees** refers to all employees of Park Lawn Preschool Inc.

Rights and Responsibilities of the Employee

- All Park Lawn Preschool Inc.'s employees have a right to be treated with respect and dignity.
- Any employee who feels they are being harassed or subject to violence has the right and responsibility to tell the alleged harasser that the behaviour is offensive, unwelcomed and must be stopped.
- Employees must report all incidences of workplace violence and/or harassment to their direct Supervisor or the Operations Manager.
- Where an employee feels that his/her safety, or the safety of a co-employee, is being threatened, the employee should immediately report the matter to the police.
- Employees must maintain confidentiality when reporting or assisting in an investigation regarding Workplace Violence and/or Harassment.

Rights and Responsibilities of the Employer

- Park Lawn Preschool Inc. will take all reasonable measures necessary to ensure the safety and security of its employees.
- Park Lawn Preschool Inc. will investigate all complaints of Workplace Violence and/or Harassment reported by employees.
- To stop workplace violence and harassment, supervisory and managerial personnel must address and attempt to resolve complaints under this policy in a timely manner.
- Park Lawn Preschool Inc.'s Board of Directors will review the Workplace Violence and Harassment policy on an annual basis.

Rights to Refuse Work

Employees have the right to refuse work where work may endanger them or another employee including where workplace violence is likely to endanger them. Employees in high-risk duties such as teachers cannot refuse unsafe work where a child's life is in jeopardy or where it would endanger the health and safety of another person.

Complaints and Investigation

All employees have a right to complain about workplace violence and/or harassment and have access to the Workplace Violence and Harassment Complaint Procedure (PLP HS 213A).

Where an employee has been subject to workplace violence and/or harassment, the employee should report the matter to the Centre Supervisor, the Operations Manager and/or the Board of Directors, either verbally or in writing. The employee should set out as much detail as possible in the complaint

including the complainant's name, position, details including dates, times, locations and the names of witnesses.

The Operations Manager or a member of the Board of Directors must complete an **Incident Report** as soon as a complaint is received. The **Incident Report** will be provided to the Board who will appoint the Operations Manager or two members of the Board to investigate the complaint. The individuals outlining the steps that Park Lawn Preschool Inc. should take to address the matter.

If the complainant makes a request to the Board in writing, the Board will appoint a third party to investigate the complaint and provide recommendations to Park Lawn Preschool Inc. on what actions should be taken to respond to the complainant.

All complainants will be addressed in a confidential manner, however, where the Board deems appropriate and where the complainant has been notified, the subject of the complaint, and any witnesses, may be informed of the complaint and the steps that will be taken to investigate the matter.

Training

Park Lawn Preschool Inc. will train all employees and the Board of Directors on these rights and responsibilities and the procedures to be followed when an employee experiences workplace violence and/or harassment.

For more details, refer to the **Workplace Violence & Harassment Complaint Procedure in PLP HS 213A**.