



WATERLOO REGIONAL
POLICE SERVICE
BOARD

WATERLOO REGIONAL POLICE SERVICE BOARD POLICY

Policy Number: 077

WORKPLACE VIOLENCE AND HARASSMENT

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July 2022

Policy of the Board

1. It is the policy of the Waterloo Regional Police Services Board with respect to violence and harassment in the workplace, as per the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1, that:
 - a. the Police Service is committed to providing a safe and healthy work environment for the members of its organization and the prevention of workplace harassment and violence; and
 - b. unwanted behaviours in the workplace be addressed early to minimize the potential for workplace harassment and/or workplace violence. Workplace violence and harassment is serious conduct that may constitute a violation of *Canada's Criminal Code* or the *Ontario Human Rights Code*.
2. Regarding Workplace Violence and Harassment Procedures, the Chief of Police will ensure:
 - a. all reasonable steps are taken to protect members from workplace violence and workplace harassment;
 - b. the establishment of procedures for the prevention, response to, reporting and investigation of, and training in workplace violence and workplace harassment, and review those procedures annually;
 - c. the procedures are posted in a conspicuous place in the workplace;
 - d. the members of the organization are educated with respect to the procedures;
 - e. the procedures address the circumstances under which a member may refuse to work when workplace violence is likely to endanger that member;
 - f. the right to refuse work in section 2(e) is subject to the *Occupational Health and Safety Act*, which stipulates that anyone employed in a police service, to which the *Police Services Act* applies, cannot assert the right to refuse to work when the particular job or task is inherent in the employee's work, is a normal condition of the member's employment, or when a refusal to work would directly endanger the life, health or safety of another person;

- g. the operational policing duties in relation to an investigation into workplace violence are addressed in manner that is free of any conflict of interest;
 - h. the safety of all members is addressed during the course of an investigation into workplace violence; and
 - i. a member is assigned to the position of Workplace Violence Prevention Coordinator with respect to workplace violence and workplace harassment.
3. Regarding a Workplace Violence Program, the Chief of Police will ensure:
- a. a workplace violence program is developed and includes, but is not limited to:
 - i. measures and procedures to control the risks identified in the workplace risk assessment likely to expose a member to physical injury;
 - ii. measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur;
 - iii. measures and procedures for members to report incidents or complaints of workplace violence to a supervisor or person in authority;
 - iv. how the Service will investigate and deal with incidents or complaints of workplace violence; and
 - v. any other prescribed elements; and
 - b. each member is provided with information and instruction on the contents of the workplace violence procedure and program.
4. Regarding Risk Assessments, the Chief of Police will ensure:
- a. a workplace violence risk assessment is undertaken to consider the risks of workplace violence arising from the nature of the workplace, the type of work or the conditions of work;
 - b. a risk assessment takes into account:
 - i. circumstances that would be common to similar workplaces;
 - ii. circumstances specific to the workplace; and
 - iii. any other prescribed elements;
 - c. the results of a workplace violence risk assessment are provided to the Joint Health and Safety Committee; and
 - d. the risks of workplace violence are re-assessed as often as is necessary to ensure the program and related procedures continue to protect workers from workplace violence.
5. Regarding Domestic Violence, the Chief of Police will ensure:

- a. measures are in place to address the risk of domestic violence in the workplace;
and
 - b. every reasonable precaution is undertaken for the protection of a member if a person in authority becomes aware, or ought reasonably to be aware, that a member is likely exposed to a risk of physical injury in the workplace as a result of domestic violence.
6. Regarding the duty to disclose personal information, the Chief of Police will ensure:
- a. members receive information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if the members can be expected to encounter that person in the course of his or her work and the risk of workplace violence is likely to expose the member to physical injury;
 - b. if the circumstances require the disclosure of personal information, no person in authority disclose more personal information than is reasonably necessary to protect any member from physical injury; and
 - c. any disclosure of personal information is in compliance with the provisions of the *Police Services Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.
7. Regarding the Workplace Harassment Program, the Chief of Police will ensure:
- a. the development and maintenance of a program to implement the workplace harassment policy as prescribed by the *Occupational Health and Safety Act*;
 - b. the program includes, but is not limited to:
 - i. measures and procedures for members to report incidents of workplace harassment to the Service or supervisor or to another person other than the employer or supervisor, if the employer or supervisor are the alleged harasser;
 - ii. measures and procedures for the investigation of incidents and complaints of workplace harassment; and
 - iii. any elements prescribed by regulation; and
 - c. members are provided with information and training with respect to the content of the program and the procedure relating to workplace harassment.