

Violence in the Workplace Policy

Scope:

This policy applies to all full-time, part-time, fixed term, contract, and temporary employees and to all church Council, Ministry Team and Committee members, volunteers and those congregants or guests worshipping, attending an event or visiting Riverside United Church.

For the purposes of this policy the Riverside United Church is referred to as, "The Church."

Policy:

The church believes in the prevention of workplace violence and is committed to a violence-free workplace in which all people respect one another and work together to achieve common goals. The church does not tolerate violence or any unacceptable behaviour in the workplace against any of our employees, volunteers, visitors or other third parties. This policy applies to all church activities that occur while on ministry business, activities or social events. The church is committed to working with employees to maintain a workplace free from violence, threats of violence, harassment, intimidation, and any other disruptive behaviours.

The purpose of this policy is to:

- Establish procedures to prevent violence and unacceptable behaviour in the workplace.
- Enable employees to work in a safe and healthy workplace.
- Provide a consistent and focused approach to reducing the risk of workplace violence.
- Provide the framework for an appropriate response to workplace violence or threats.
- Require prompt and accurate reporting of all workplace violence or threats of violence.

Definitions:

1. Workplace - Workplace means, any place where an employee, a congregant or a visitor is engaged in any ministry work-related, committee-related or social activities.
2. Workplace Violence - Our policy defines workplace violence as any unacceptable behaviour where:
 - A. the exercise of physical force by a person against a worker or any other person, in a workplace, that causes or could cause physical injury to the worker,
 - B. an attempt to exercise physical force against a worker, or any other person 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, or any other person in a workplace, that could cause physical injury to the worker.
 - D. prepare a written report outlining the details, facts and witness of the incident and submit the report to the church Council.

If the assailant is an employee, the Supervisor shall apply appropriate disciplinary measures based on the facts of the incident and the assailant's employment record.

3. Serious Incident

If the incident is serious: a member of the staff or emergency services must follow-up to:

- a. first ensure the safety of employees or any other victim and him/herself;
- b. ensure proper medical treatment is provided or sent for;
- c. contact the authorities as soon as possible, (Police or Ministry of Labour, where appropriate), to report the incident;
- d. contact the Council leadership, Ministry and Personnel Committee, and the UCC Region officials as soon as possible, to assess who should be involved in the investigation;
- e. in consultation with the Ministry and Personnel Committee should be contacted and Council, Regional Council decide whether the incident requires an outside Investigator;
- f. following the completion of the investigation write and submit a detailed report of the incident to the church Council and any other parties required by law. Both parties will be kept up-to-date with timelines.
- g. Consult with the church Council regarding any disciplinary action to be applied.
- h. Where appropriate notify your insurance company.
- i. Review the incident for factors that could be changed to increase workplace safety.

Responsibilities

Employees:

All Employees are responsible for contributing to maintain a safe work place by refraining from behaviour that constitutes workplace violence. This will include:

- Completing risk assessments as required.
- Participating in education and training sessions when requested;
- Reporting any incidents of workplace violence, threats, or violence or any other violation of this policy;
- Cooperating with and provide input into investigations regarding any alleged violation of this policy.

Ministry and Personnel Committees and Church Councils:

are responsible for taking steps to ensure that our workplace is free from violence and for intervening if any violations of this policy occur. This will include:

- Complying with reporting, investigation and documenting procedures.
- Ensuring that the employee is advised to consult a healthcare professional of the employee's choice for treatment or referral if the employee reports adverse symptoms resulting from workplace violence, as appropriate.
- Providing input into risk assessments.
- Encouraging reporting of workplace violence or other violation of this policy.
- Seeking advice and assistance from the Region in dealing with a situation.

They are also responsible for providing guidance and support to all employees in interpreting and understanding this policy. This will include:

- Ensuring that employees are trained in recognizing and responding to situations involving workplace violence or threats of violence.

- Ensuring that every incident of workplace violence or threats of violence are reported, investigated, and documented.
- Ensuring that confidentiality is maintained at all time, unless legislation dictates otherwise or imminent danger exists.

Signed: _____
Chair of Council

Date:

Date:

Chair of Ministry and Personnel Committee