

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name WORKPLACE VIOLENCE
Management Guideline Applies

720

Board Approved: February 27, 2024

Review by: December 2025

October 18, 2022

February 19, 2020

December 5, 2011

Reviewed: June 14, 2022

February 4, 2020

September 26, 2011

RATIONALE

The Superior-Greenstone District School Board (SGDSB) is committed to the prevention of workplace violence and the promotion of a [violence-free](#) workplace for all staff/workers, in which all people and staff/workers respect one another and work together to achieve common institutional goals. Workplace violence in any form erodes the mutual trust and confidence that are essential to the safety and well-being of all staff/workers and is considered unacceptable.

DEFINITIONS

Workplace Violence, is defined in the *Occupational Health and Safety Act (OHSA)* as:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- An attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker, and a
- A statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

POLICY

It is the policy at Superior-Greenstone District School Board to adhere to the *Occupational Health and Safety Act*. SGDSB is committed to the prevention of workplace violence for all staff/workers and promotes a violence-free workplace in which all staff/workers respect one another and work together to achieve institutional goals. Workplace violence is unacceptable, as it erodes the mutual trust and confidence that are essential to the safety and well-being of all **our** staff/workers. SGDSB takes reasonable steps to protect staff/workers from workplace violence from all sources.

The Superior-Greenstone District School Board is committed to establishing a process to implement this policy, including dealing with an incident or complaint of workplace violence, according to the requirements of the *Occupational Health and Safety Act* and in accordance with Safe Schools legislation.

APPLICATION AND SCOPE

This policy applies to all members of the Superior-Greenstone District School Board community, including but not limited to, Trustees, students, staff/workers, visitors such as parents and community members, volunteers, contractors, and employees of other organizations who work on or are invited to participate in Board related functions. Everyone is expected to uphold this policy. It applies to work activities that occur while on Board premises, or while engaging in workplace activities or workplace social events.

Reports against the Director of Education or Board Compliance Officers must be reported

using the procedure set forth in SGDSB Policy 726 – Whistleblower.

GUIDING PRINCIPLES AND RESPONSIBILITIES

- 1.0** Violent behavior in the workplace is not acceptable from anyone. Staff/workers, students and other users will strive to foster a respectful workplace aimed at the prevention of workplace violence. Superior-Greenstone District School Board will endeavor to promptly resolve workplace violence incidents. Complaints or incidents reported will be taken seriously and handled professionally.
- 2.0** The Board shall provide a mechanism to lodge and address a formal complaint or report of an incident, as well as to conduct investigations where necessary.
- 3.0** The Board shall provide a fair and objective process for dealing with alleged incidents or complaints of workplace violence, in a timely manner.
- 4.0** Confidentiality will be maintained to every extent possible; however, the nature of the investigation may require additional information beyond the complainant(s) and the respondent(s) to verify factual evidence.
- 5.0** Managers will adhere to this policy and will be responsible for providing staff/workers with [the](#) necessary information and instruction about this policy.
- 6.0** Violence is a serious offence. Any individuals found to have perpetrated an act of violence may be subject to disciplinary action up to and including termination. In addition, individuals may be subject to action under the Criminal Code of Canada.

REVIEW

[In accordance with OHSA Section 32.0.1 \(1\)\(a\) & \(c\), the Board shall review this policy at least once annually.](#)
~~[The Director of Education will oversee the review of this policy as necessary, but at least once every year.](#)~~