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Policy #15

Policy: Violence in the Workplace

The Riverwood Conservancy (TRC) is committed to the prevention of workplace violence and is ultimately responsible for worker and volunteer health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Workplace violence is defined as the exercise of physical force that causes or could cause physical injury; an attempt to exercise physical force; a statement or behavior that could be reasonably interpreted as a threat to exercise physical force.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to workers, volunteers, program participants, visitors, members of the public and family members who come into contact with any of these people. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

Workplace violence can include domestic violence. While often originating in the home, domestic violence can significantly impact workplace safety and the productivity of victims as well as co-workers. When a current or former spouse or partner or another family member assaults, criminally harasses or stalks an employee or volunteer at the workplace then domestic violence is considered workplace violence. TRC has a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

TRC, as the employer, will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace. Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information that they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats to their immediate supervisor or any TRC staff member. There will be no negative consequences for reports made in good faith.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible. Management will also follow up with any complainants to let them know any outcomes.

Executive Director

Chair, TRC Board of Directors

Board Approved: November 19 2012

Board Reviewed: January 1, 2015

Board Reviewed: January 18, 2016

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