



Policy Title:	<b>Abuse, Violence and Harassment Policy</b>	Policy No:	2025-01
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Attachment(s):	N/A	Last Review Date:	-
Approved by:	Lake Nosbonsing OPP Detachment Board	Resolution:	2025-06

**1. Policy Statement**

The North Bay O.P.P Detachment Board – Board 2 (hereinafter referred to as the Board) recognizes the potential for abuse, violence and harassment in the workplace. The Board is committed to providing a safe, healthy and supportive work environment by treating others with respect, fairness and sensitivity. The Board will not tolerate any form of abuse, violence or harassment within the workplace or during board-related activities. The Board is committed to allotting whatever time, attention and authority and resources necessary to ensure a safe and healthy working environment for all.

**2. Purpose**

The purpose of the policy is:

- a. To maintain an environment that is free from harassment or abuse
- b. To identify the behaviours that are unacceptable
- c. To establish a mechanism for receiving complaints
- d. To establish a procedure to deal with complaints

**3. Definitions**

- a. **Abuse** is any action, act, omission or incident in which a Board Member, visitor, volunteer or independent contractor is abused, threatened, harmed, injured, or assaulted in circumstances arising from his or her employment or volunteering, as a direct or indirect action or omission of another Board Member, volunteer or third party. Some examples include but are not limited to: threats (verbal/physical), assaults (verbal/physical/sexual), property damage, bullying, intimidation aggressive behaviour, mobbing (a collective effort), the application of force (with or without a weapon) stalking, inappropriate pranks, or horseplay.

- b. **Workplace Harassment:** is engaging in a course of a vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or workplace sexual harassment.
- c. **Physical Assault:** is any physical force or threat of physical force to create fear and control of another person. Some examples include: hitting, blocking, shoving, choking, slapping or biting, or pulling hair, "caring" for the victim in an abusive way, threats of violence, and using a weapon or other objects to threaten, hurt or kill.
- d. **Sexual Assault:** is any unwanted sexual act done by one person to another. Examples include: kissing or forcing/coercing the person into kissing, touching the person's body with or without clothes on; forcing/coercing the person to masturbate, sexual intercourse (anal or vaginal), penetrating with an object, causing bodily harm, removing or attempting to remove clothing, taking advantage of a position, trust or authority to get sex, and threatening to harm someone else if the person does not consent to any of these things.
- e. **Threat (verbal or written):** is a communicated intent to inflict physical or other harm on any person or to property by some unlawful act. A direct threat is a clear and explicit communication distinctly indicating that the potential offender intends to do harm, for example, "I am going to make you pay for what you did to me." A conditional threat involves a condition, for example, "If you don't leave me alone you will regret it." Veiled threats usually involve body language or behaviours that leave little doubt in the mind of the victim that the perpetrator intends to harm.
- f. **Verbal/Emotional/Psychological Abuse:** is a pattern of behaviour that makes someone feel worthless, flawed, unloved, or endangered. Like other forms of abuse, it is based on power and control. Examples include: swearing, put-downs/name calling over a period of time, labelling the victim in a derogatory way such stupid, crazy or irrational, acts of humiliation, extreme jealous behaviour, attacking the victim's self-esteem in other ways. It can also include harming pets and damaging property.
- g. **Workplace Bullying:** is repeated and persistent negative acts towards one or more individuals, which involve a perceived power imbalance and create a hostile work environment (Salin, 2003).
- h. **Workplace Sexual Harassment:**
- is engaging in a course of vexatious comment or conduct against a worker 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
  - 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

worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

i. **Workplace Violence is:**

- 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; or,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.

**4. Roles and Responsibilities of the Board**

- Hold members accountable for responding to and resolving complaints of violence.
- Ensure compliance by all who have a relationship with the Board, such as visitors, volunteers, or independent contractors, etc.
- Make a copy of this policy available.
- Integrate safe behaviour into day-to-day operations.
- Develop a reporting process for incidents of workplace violence and harassment.
- Investigate all workplace violence using the Board's accident investigation procedure and form, and contact the police as required.
- Facilitate medical attention and support for those involved directly or indirectly.
- Take corrective action.
- Provide response measures.
- Identify and alert members to violent persons and hazardous situations.
- Debrief those involved in the incident either directly or indirectly.
- Track and analyze incidents for trending and prevention initiatives.

**5. Reporting and Investigation**

- a. Board Members are to report all violence-related incidents or hazards to the Board Chair. This report can be made confidentially at the Board Member's request. However, sharing information to ensure the safety of others and prevent recurrence may be necessary (e.g., contents of a police report).
- b. The Board Chair receiving the report arranges for an investigation and ensures that measures are taken to safeguard Board Members and curtail the violence or harassment. No report of workplace violence/harassment or risks of violence may be the basis of reprisal against the reporting Board Member.
- c. If the Board Chair is the subject of the complaint, that complaint is made to the Inspector General of Policing.

- d. If a member of the public wishes to make a complaint against a Board Member or chair of the board, that complaint is made directly to the Inspector General.

**6. Response Procedures**

- a. Using the incident investigation form, the Board Chair documents all reports of workplace violence/harassment, hazards and measures taken to address them.
- b. If the resolution of the incident is beyond the authority of the Board Chair, she/he must make the Board aware of the report. The Board may require outside assistance to have the matter investigated (e.g., when the incident involves a member of the Board).
- c. The Board or party who investigates the reported incident, warns any persons who might be affected about dangerous situations. They also tell the reporting Board Member about the outcome of the investigation to help minimize the chance of similar incidents.

**7. Support for Board Members affected by workplace violence**

The Board will respond promptly, assess the situation and ensure that these interventions are followed:

- facilitation of medical attention;
- debriefing (by skilled professional);
- referrals to community agencies or treating practitioner;
- reporting to police (as required).

**8. Education**

Any training developed, established and provided will be done in consultation with, and in consideration of any recommendations arising from investigation reports.

**9. Accountability**

All workplace parties are accountable for complying with the policy, measures and procedures related to workplace violence.

**10. Records**

All records of reports and investigations of workplace violence and harassment are kept by the Secretary-Treasurer for five years.

**11. Policy Review**

This workplace violence and harassment prevention policy will be reviewed per term of the Board.

## **APPENDIX- WORKPLACE VIOLENCE REPORTING PROCEDURES**

Any member of the North Bay O.P.P. Detachment Board – Board 2 who believes that he or she is threatened or who experiences or witnesses any workplace violence as defined in the Abuse, Violence and Harassment Policy must promptly report it using the Board Member Workplace Violence Incident Report form.

When threatening or violent behaviour is connected to the Board, the Board Member must report incidents immediately using the following procedure:

1. The Board Member is responsible for reporting threats or violence to the Board Chair. If the Board Chair is involved in the act, the Board Member contacts the Inspector General. In all cases, the Board Member Workplace Violence Incident Report form needs to be completed.
2. If the perpetrator has no relationship to the organization or has a personal relationship with a Board Member, the Board Chair consults the Board and contacts the OPP. The OPP are also to be called in incidents involving serious, life-threatening injuries to any Board Member.
3. The Board Chair must investigate all reports of violence.
4. The Board takes all reported incidents of violence seriously and will not ignore, condone or tolerate disruptive, threatening or violent behaviour by any member of the organization.
5. Board Members, visitors, volunteers or outside contractors engaged in such behaviour shall be removed from the premises as quickly as safety permits. They shall be banned from access to the premises pending the outcome of an investigation. The investigation will be conducted by the selected response team members who will be assembled at the direction of the Board Chair or his/her designate, including the Board.
6. The Board will do its best to preserve and protect the anonymity of those involved and confidentiality in the alleged case. However, it may not be possible to preserve confidentiality or anonymity of those involved as it may be necessary for the Board to take action, including consultation with others.
7. If an individual involved believes the matter has not been resolved in a satisfactory manner, the individual may file a grievance to the Board. In no circumstances will any person who in good faith reports an incident of threats, intimidation or violence, or assists in its investigation, be subject to any form of retribution, retaliation or reprisal.
8. Any person who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to disciplinary action. A person who believes s/he has been or is being subjected to retribution or retaliation should immediately notify the Board Chair, or his/her designate or the Board.

**NORTH BAY O.P.P DETACHMENT BOARD – BOARD 2**

**Board Member Workplace Harassment Incident Report Form**

**IMPORTANT:** Give this form to the Board Chair immediately upon completion.

Name: \_\_\_\_\_

Please provide a detailed description of the behaviour or incident(s) about which you are making a complaint or attach the description to this form. Include the following information and anything else that would help the Board Chair / Board understand your complaint.

What Happened?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who was involved?

\_\_\_\_\_  
\_\_\_\_\_

When did the incident(s) occur?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where the incident(s) took place?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who (if anyone) witnessed the incident(s)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach any documents, emails, or other materials that support your claim of harassment.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to discipline.

# VIOLENT INCIDENT REPORT FORM

**IMPORTANT:** Give this form to the Board Chair immediately upon completion.

## BOARD MEMBER INFORMATION:

Name: _____	Title: _____
Date and time of incident: _____	
Location of Incident: _____	
Type of Assault: _____	
Medical Attention/First Aid Obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Investigation Conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Called? <input type="checkbox"/> Yes <input type="checkbox"/> No
Action(s) Taken: _____	
_____	

## ASSAILANT INFORMATION:

<input type="checkbox"/> Visitor	<input type="checkbox"/> Board Member	<input type="checkbox"/> Board Chair	<input type="checkbox"/> Resident
<input type="checkbox"/> Other – Please Specify: _____			
Description (to the best of your ability)	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Age: _____	Complexion: _____	Height: _____	Weight: _____
Name (if known) _____			

## INCIDENT AND INJURY INFORMATION:

Explain what happened:     
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## OTHER INFORMATION:

Was The assailant involved in any previous violent incidents with members? Are there any measures in place to prevent a similar incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide any other information you think is relevant:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Date & Time Reported: \_\_\_\_\_

Signature: \_\_\_\_\_