



Uxbridge Soccer Club Inc.

P.O. Box 1456, Uxbridge ON L9P 1N6
Ph: 905-862-0083 Fax 905-862-0426
admin@uxbridgesoccerclub.com
www.uxbridgesoccerclub.com



POLICY AGAINST WORKPLACE VIOLENCE & HARASSMENT

Introduction

The Uxbridge Soccer Club is committed to taking all reasonable steps to ensure the health, safety and dignity of all workers in its workplace.

Workers have the right to work in a safe and respectful environment, free of physical violence and emotional harassment.

Any threats or acts of violence or harassment by or against workers or the public are unacceptable and will not be tolerated.

The Uxbridge Soccer Club is committed to meeting all of the legal requirements, duties and standards set by the Occupational Health and Safety Act ("OHSA") and its applicable regulations related to workplace violence and harassment.

All workers are responsible for preventing and reporting any workplace violence or harassment that threatens a safe work environment.

Scope of Policy

This Policy recognizes that workplace harassment and violence may occur between co-workers, workers and clients/customers, and workers and strangers.

This Policy applies to all workplace activities that occur both at and away from the workplace. Every individual at the Uxbridge Soccer Club has responsibilities to ensure a healthy, safe and respectful work environment.

Purpose of Policy

The purpose of this Policy is to ensure that:

Individuals understand that acts of violence or harassment are considered a serious matter for which immediate action will be taken;

Individuals subjected to threats or acts of violence or harassment are encouraged to report all such incidents immediately to Steve Gornik.

Individuals have available recourse if they are subjected to, or become aware of, situations involving workplace violence or harassment;

An assessment will be conducted to assess the risk and/or potential risk of violence in the workplace; and

Written measures and procedures will be established to eliminate and/or reduce the risk of workplace violence and harassment.

Implementation and Responsibilities

The Uxbridge Soccer Club Workplace Coordinator is Steve Gornik. The Workplace Coordinator will be responsible for implementation of this Policy.

Management Responsibilities:

- Act respectfully at work and while conducting work related activities;
- Conduct a risk assessment to identify workplace violence and harassment potential hazards;
- Inform workers of the results of the assessment and provide copies;
- Take all reasonable precautions to minimize or eliminate violence related hazards;
- Establish procedures for preventing, reporting, and investigating, documenting and debriefing workplace violence and harassment incidents;
- Ensure workers are provided with information and instruction that is appropriate for the worker on the contents of the policy and program with respect to the prevention of workplace violence and harassment;
- Take every reasonable precaution to protect workers in cases where domestic violence would likely expose a worker to physical injury in the workplace;
- Review the efficacy of the workplace violence and harassment prevention program and procedures on a regular basis and in consultation with the joint health and safety committee, health and safety representative or workers;
- Take every precaution reasonable in the circumstances for the protection of a worker, if management is aware or ought reasonably to be aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace; and
- Provide information, including personal information, related to a risk of workplace violence from a person with a history of violence behaviour if a worker 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 that worker to physical injury.

Supervisor Responsibilities:

- Act respectfully at work and while conducting work related activities;
- Promote and encourage reporting incidents of violence and harassment;
- Maintain records of violence and harassment related complaints, issues, concerns and investigations;
- Ensure workers receive training on the workplace violence and harassment prevention program;
- Assist in investigating claims of workplace violence and harassment; and
- Provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if a worker 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 that worker to physical injury.

Worker Responsibilities:

- Act respectfully at work and while conducting work related activities;
- Attend training and education sessions when required;
- Immediately report all incidents and/or knowledge of workplace violence or harassment to Steve Gornik.

Cooperate with investigations and follow the measures and procedures set out in the Uxbridge Soccer Club workplace violence and harassment prevention program.

Policy

Workplace violence or workplace harassment, or threats of violence or harassment, will not be tolerated.

Under this Policy the following terms shall have the following definitions:

Threat: The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety.

Workplace Violence: The use, or attempted use, of physical force against a worker that could cause physical injury. Workplace violence also includes a statement or behaviour that a worker could reasonably interpret as a threat to use physical force against him/her that could cause physical injury.

Workplace Harassment: A course of vexatious comments or conduct against a worker that is known or ought reasonably to be known to be unwelcome.

Application

This Policy applies wherever Uxbridge Soccer Club business is conducted (whether or not on Uxbridge Soccer Club property) and at all Uxbridge Soccer Club events.

Prohibited Behaviour

The following behaviour is prohibited under this Policy and will lead to discipline up to and including discharge from employment.

1. Workplace violence or harassment;
2. Threats or intimidation;
3. Possession of weapons of any kind on Uxbridge Soccer Club property (including parking lots and other exterior premises), while engaged in activities for the Uxbridge Soccer Club in other locations, or at Uxbridge Soccer Club sponsored events, unless such possession or use is a requirement of the job;
4. Assault;
5. Physical restraint or confinement;
6. Dangerous or threatening horseplay;
7. Blatant or intentional disregard for the safety or wellbeing of others;
8. Failure to report an incident of workplace violence or harassment of which a worker is aware; and
9. Any other act which is considered to be a violation of this Policy, whether or not specifically set out above.

For Immediate or Emergency Assistance

If there is, or is likely to be, a violent incident, immediately remove yourself from the unsafe situation if possible. Contact emergency services where appropriate.

Emergency Numbers:

Emergency Services: 9-1-1

Local Police: (905) 579-1520 or northdurham@drps.ca

Safety Measures

The Uxbridge Soccer Club endeavours to ensure the safety of all workers. To that end, all workers are asked to take the following measures:

- Remove yourself from immediate danger.
- Follow all Uxbridge Soccer Club safety rules.
- Inform a co-worker or your supervisor if you will be working late and alone in the workplace.
- Inform a co-worker or your supervisor if you will be attending an unfamiliar workplace.
- If you notice any safety risks in the workplace, such as a broken telephone or unlit areas, advise your supervisor immediately.
- Familiarize yourself with the location of all exits.
- Use common sense. Be alert to your surroundings.

Risk Assessments

The Uxbridge Soccer Club will undertake at least one annual risk assessment of the workplace and the results will be reported to the workers and made available to them upon request.

If risks are found during the assessment, the Uxbridge Soccer Club will determine and implement a solution.

Disclosure of Risk of Violent Behaviour

The Uxbridge Soccer Club will provide information to the worker if the worker is expected to encounter an individual with a history of violent behaviour of which the Uxbridge Soccer Club is aware and that individual poses a risk of workplace violence that is likely to result in physical injury. However, the Uxbridge Soccer Club will only disclose the information reasonably necessary to protect a worker from violence.

Reporting Violence or Harassment in the Workplace

Any worker who is subjected to, a witness of, or has knowledge of, any incidents or threats of workplace violence or harassment, is required to immediately report the incident to his or her supervisor. This includes reporting domestic violence situations that would likely expose a worker to physical injury in the workplace.

Any worker filing a report is required to do so in writing.

This Policy does not preclude a worker from contacting the Police where he or she feels it is appropriate and is not intended to discourage a worker from taking any steps he or she feels necessary in that regard.

The Uxbridge Soccer Club will comply with all reporting obligations under the *OHS*A, including with respect to reporting obligations related to workplace violence.

Investigations

An incident or complaint of potential or actual workplace violence or harassment will be investigated promptly and impartially. Although the Uxbridge Soccer Club makes every effort to keep the incident or complaint as confidential as possible, it is not always possible to do so in the course of investigating or resolving an incident or complaint of potential or actual workplace violence or harassment.

The investigation will generally be conducted by an investigation team as determined by the Board or Directors. An incident or complaint will be investigated in a manner appropriate in the circumstances. This may include an internal investigation or the use of external resources. The investigators may undertake some or all of the following procedures as deemed appropriate in the circumstances:

1. Review the allegations;
2. Conduct interview(s) of the complainant, potential witnesses, the subject of the complaint, or anyone with relevant information;
3. Collect and review documents;
4. Review the workplace or site of the incident;
5. After conducting its investigation the investigation team will make an objective assessment of whether there has been a violation of this Policy. The outcome of the investigation will be reported to the complainant and individual that is the subject of the complaint; and
6. The Uxbridge Soccer Club may reassign, or place on paid leave, either or both of the complainants and individual who is the subject of the complaint during the investigation or (depending on the outcome) after the investigation is complete.

Disciplinary Action

Any worker who is found to have engaged in Prohibited Behaviour will be subject to disciplinary action, up to and including discharge from employment.

Reprisals Prohibited

This Policy prohibits any form of reprisal against a worker, who, in good faith, reported a workplace violence or harassment incident.

Direct and indirect retaliation for exercising rights or responsibilities under this Policy will not be permitted.

Reprisals include but are not limited to any of the following toward a worker: hostility, exclusion/ostracism, negative remarks, demeaning duties, discriminatory behaviour, harassment, demotion, suspension or dismissal.

Training and Education

The Uxbridge Soccer Club will provide training and education with respect to the contents of this Policy and the Uxbridge Soccer Club program with respect to workplace violence and harassment.