

Prevention of Workplace Violence Policy

The FIRM is committed to providing and maintaining a safe, productive and healthy workplace and does not condone or tolerate acts of violence, intimidation, or bullying against any FIRM Stakeholder by any team member.

Here is what you need to know:

- Workplace Violence – defined in **Formal Terms & Definitions** is strictly prohibited
- Weapons are strictly prohibited in the workplace under any circumstance. Any violation will be reported to the police immediately
- Talk of workplace violence or joking about workplace violence is strictly prohibited.
- The FIRM will provide you with harassment, discrimination, and workplace violence prevention training so that you are clear about roles, responsibilities, accountability, and the information and procedures outlined in this policy.
- You are personally accountable and responsible for enforcing this policy and where appropriate, must make every effort to prevent intimidation and bullying, and report violence
- In accordance with OHSA, this policy will be reviewed annually. The FIRM, in consultation with a Joint Health and Safety Committee or Health and Safety Representative, will develop, maintain, and review at least annually, a written program that implements this, policy
- This policy is posted on the bulletin board
- In accordance with the Occupational Health and Safety Act, in the event that you encounter unsafe working conditions, or a situation presents a serious safety concern, you have the right to refuse any work that you believe to be unsafe

Read In Conjunction With

Formal Terms & Definitions from CSS Employee Handbook

Procedure

Assessing the Risk of Violence

1. The FIRM will assess the workplace to identify any risks related to potential violence and will implement measures to mitigate any identified risks to team members safety. This information will be provided to the Joint Health and Safety Committee or Health and Safety Representative.
2. The FIRM will communicate information relating to a person with a history of violence when the following conditions apply:
 - Team members may reasonably be expected to come into contact with the person in the Workplace
 - There is a potential risk of violence as a result of interactions with the person with a history of violence

Under these conditions, the FIRM will only disclose personal information that is deemed necessary to protect team members from harm.

Reporting & Investigating Workplace Violence

Reporting Workplace Violence

1. In cases where workplace violence, or a threat of workplace violence, has occurred, and there is no imminent danger, report it immediately to Human Resources or Leadership.
2. If you witness any threat of workplace violence or violent conduct, remove yourself from harm and immediately call 911. For example, this may include a visitor entering the Workplace with a weapon.
3. If you have a legal court order against an individual, you are encouraged to share that information with Leadership so that the FIRM is aware of any potential aggressor who may violate a court order and attempt to contact or harm you at work.

Investigating Workplace Violence

1. All reported acts of Workplace Violence will be investigated.
2. Consultation with external parties including legal counsel and the police may occur.
3. All reasonable measures to reduce the risks identified by the incident will be taken.
4. The incident, investigation, and corrective actions will be documented.
5. The police and any other necessary third party will be assisted in any criminal proceeding.
6. If you must take time off from work because of workplace violence, a report of the incident will be provided to the Ministry of Labour.
7. If you are found to have engaged in workplace violence, appropriate consequences will be determined which may include:
 - Suspension without pay
 - Termination of your Employment, including immediate termination of your Employment with Just Cause
8. The Joint Health and Safety Committee or Health and Safety Representative will:
 - Provide recommendations to Leadership to reduce or eliminate the risk of workplace violence
 - Review all reports forwarded to the Joint Health and Safety Committee or Health and Safety Representative regarding workplace violence and other incident reports as appropriate pertaining to incidents of workplace violence that result in personal injury or threat of personal injury, property damage, or police involvement
 - Participate in the investigation of critical injuries (e.g., incidents that place life in jeopardy, result in substantial blood loss, fracture of leg or arm, etc.)



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- Recommend corrective measures for the improvement of the health and safety of workers
- Respond to team members concerns related to workplace violence and communicate these to Leadership

Fraudulent or Malicious Complaints

Unfounded or retaliatory allegations of misconduct outlined in this Policy may result in significant consequences for both the accused and the FIRM.

If it is determined that you have knowingly made false statements or falsely reported an act or threat of Workplace Violence, immediate disciplinary action will be taken. As with any case of workplace misconduct, you will be subject to disciplinary measures, up to and including termination of your employment with Just Cause.

Reprisals

It is a violation of this policy to discipline or punish an individual because they've reported an act or threat of workplace violence or provided information related to the act or threat.

A reprisal may be the subject of a separate complaint under this policy. If you engage in reprisal, you will be subject to disciplinary measures, up to and including termination of your employment with Just Cause.