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Longview Housing Co-operative Inc.

Policy on Workplace Violence and Harassment

A policy dealing with preventing and responding to violence and harassment in the workplace

Passed by the Board of Directors on the 28th day of August, 2014.

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1. Policy Statement

Longview Housing Co-operative is committed to the safety of its workers. Co-op staff should enjoy a workplace that is free from violence and harassment. No worker, volunteer or any other individual associated with the co-op shall subject any other person to workplace violence or harassment or allow or create situations that allow workplace violence or harassment to occur. The co-op will

- support and promote a program on the prevention of workplace violence and harassment
- regularly assess the risks of workplace violence
- identify possible sources of violence and harassment;
- strive to eliminate or reduce the risk of workplace violence and harassment;
- take every precaution reasonable in the circumstances to protect workers from domestic violence that would likely cause physical injury to workers in the workplace;
- investigate and deal with all incidents and complaints of workplace violence and harassment in a fair and prompt manner

2. Purpose of Policy

The purpose of this policy is to

- identify roles and responsibilities when violence or harassment take place in the workplace;
- set out how the co-op will respond to reports of violence or harassment in the workplace.

3. Definition of Workplace Violence and Harassment

Under the *Occupational Health and Safety Amendment Act 2009*, workplace violence means

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

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5.2 Workers' Duties

a) Workers have a duty to report any incidents of violence or harassment they become aware of, even if they are not personally involved.

b) Workers who feel they have been harassed have a duty to communicate clearly to the person who harassed them that the behaviour was unwelcome, unless it is unreasonable to expect them to do so.

c) Workers who report an incident or file a complaint have a duty to co-operate with the people who are looking into the incident or complaint.

5.3 Rights of the Person Accused of Violence or Harassment

A person accused of violence or harassment has the right:

a) to be told that a report or complaint has been filed;

b) to know who filed the report or complaint, unless the co-op decides that reprisals are an issue, in which case the name may be withheld. This should be done only in the most extreme circumstances;

c) to be told about the co-op's process for looking into the incident or complaint;

d) to choose a person to be with them during meetings about the incident or complaint. This can be a lawyer or other person;

e) to be treated fairly during the investigation process

5.4 Duties of the Person Accused of Violence or Harassment

Anyone accused of violence or harassment has a duty to co-operate with the co-op in the investigation of the incident or complaint.

6. Reporting Workplace Violence

a) When an incident of workplace violence occurs, the co-op will notify police or emergency responders for immediate assistance where necessary.
b) If the incident results in a person being killed or critically injured, the co-op will immediately notify a Ministry of Labour health and safety inspector, the co-op's

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8. Privacy

As far as possible, the co-op will keep all information relating to an incident or complaint confidential.

However, in order to investigate an incident or complaint, the person conducting the investigation may have to interview people in order to get at the facts. As far as possible in doing these interviews, that person will try to protect the identity of those involved, but this will not always be possible.

The Co-op will disclose information only on a need-to-know basis.

9. Action by Co-operative

While the incident or complaint is being investigated, the co-op will

(a) limit contact between the parties involved in the incident or complaint
(b) assist the affected worker in obtaining help to deal with any stress they may be feeling (refer to the Employee Assistance Program for counselling).

10. Other Legal Rights

This policy does not in any way limit the right of workers to take any other legal action resulting from violence or harassment.

CERTIFIED to be a true copy of a Policy passed by the Board of Directors at a meeting held on the 28th day of August, 2014.

Don Cole

Secretary