



## WORKPLACE VIOLENCE POLICY

The management of the North York Winter Tennis Club (the “NYWTC” or the “Association”) is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to members, guests, parents, volunteers, service workers and other staff members. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

### What is Workplace Violence?

Workplace violence is illegal and is defined as the threatened, attempted, or actual exercise of any physical force that causes or may cause physical injury to a person and includes any threats which give a person reasonable grounds to believe he or she is at risk of physical injury.

Examples of behavior which may be considered workplace violence include, but are not limited to:

- (a) physical attacks such as hitting, shoving, pushing or kicking;
- (b) verbal or written threats, including any expression of an intent to inflict harm;
- (c) bullying, teasing or other abusive and aggressive behavior which may lead to physical attacks or threats, and
- (d) domestic violence that would likely expose a worker to physical injury in the workplace.

In the event of an emergency, employees should contact 911 and immediately alert their supervisor, manager, as applicable.

There is 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.

### Responsibilities

The NYWTC will ensure 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.

Management will adhere to this policy and the supporting program. Management is responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves, including providing information, as reasonably necessary, to protect employees from workplace violence from people with a history of violent behaviour.



All employees are responsible for ensuring that their own behavior is free from workplace violence. Every worker must work in compliance with this policy and the supporting program.

### **Reporting and Investigations**

Employees are also responsible for reporting to a superior incidences of workplace violence of which they become aware, regardless of whether such person is the target of such behavior.

Incident Reports will be made available at all 3 bubble locations. Before an incident is investigated, the individual reporting the incident may be asked to make a written report of the incident.

The Association will take reasonable steps to assess all reports and allegations of workplace violence, and will conduct an investigation, if appropriate, as quickly and discreetly as possible. Information provided in the context of an investigation or as part of a complaint will be kept confidential to the extent possible. However, some disclosure may (and likely will) be necessary for the Association to effect a meaningful assessment and investigation or remedy, if appropriate.

Employees are expected, and required, to cooperate fully with any investigation of alleged workplace violence. This includes participating in requested interviews, obtaining and providing requested documents or other evidence, and maintaining the confidentiality of any information requested or provided. An employee's failure to cooperate will be considered a violation of this policy and may result in discipline up to and including termination for just cause.

### **Retaliation is Prohibited**

The Association prohibits retaliation in any form. Employees can raise concerns, make reports of alleged workplace violence and participate in an Association investigation of alleged violence without fear of reprisal or retaliation. If an employee feels that he/she has been subject to retaliation of any kind for having made a complaint or having participated or assisted in a workplace investigation, he/she should report the matter immediately to their manager, in the same manner as he/she would have reported any alleged incident of workplace violence.

### **Disciplinary Action**

An employee found to have engaged in prohibited behavior under this policy and/or to have retaliated against an individual for complaining of conduct or participating in an investigation, will be subject to disciplinary action, up to and including termination of employment for just cause.

Employees are reminded of their right to pursue alternative avenues of redress for any experience of workplace violence, including, as applicable, human rights agencies and in cases of physical assault, the police should be contacted.

Dave Duguay  
Manager