

TORONTO SENIORS HOUSING CORPORATION (TSHC) WORKPLACE VIOLENCE POLICY

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| Policy Owner: CGHC Committee | Date Approved: 18 May, 2022 |
| Type: Occupational Health and Safety Policy | Approved By: Board of Directors |
| Last Reviewed: | Effective Date: 1 June, 2022 |

Policy Statement

Toronto Seniors Housing Corporation is committed to providing a safe work environment and is ultimately responsible for workplace safety. In accordance with the Occupational Health and Safety Act workplace violence will not be tolerated. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources. Workplace violence means:

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- c) A statement or behaviour that it 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.

All workers, tenants, visitors and contractors are expected to refrain from violence or threats against workers of Toronto Seniors Housing Corporation.

Violence in the workplace is unacceptable from anyone. This policy is in effect at all Toronto Seniors Housing Corporation workplaces and applies to workers, contractors, tenants,

visitors, volunteers, and persons engaged in business with Toronto Seniors Housing Corporation. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

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. The Program also includes measures for addressing domestic violence in the workplace and for communicating known risks of violence to workers.

Toronto Seniors Housing Corporation, as the employer, will ensure this policy and the supporting program are implemented and maintained. All workers and supervisors will receive appropriate information and instruction on the contents of the policy and program.

Supervisors 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.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats to their supervisor.

Workers, contractors, tenants, visitors, volunteers, and persons engaged in business with Toronto Seniors Housing Corporation are expected to refrain from violence in Toronto Seniors Housing Corporation Workplaces.

Toronto Seniors Housing Corporation prohibits reprisals against persons who, in good faith, report incidents of workplace violence or who act as witnesses during investigations. Management will take all reasonable and practical measures to prevent reprisals or threats of reprisal.

Management pledges to investigate and deal with all incidents

and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible. Reporting and investigation of workplace violence incidents must be conducted in accordance with *Accident/Incident Reporting Procedure HSW1500*.

Compliance and Monitoring

Violation of this Policy will result in appropriate remedial action, legal action, or disciplinary action up to and including immediate termination of employment for cause. In the case of a contractor or vendor, non-compliance can lead to termination of their contract.

Governing and Applicable Legislation

- Occupational Health and Safety Act
- Workplace Safety and Insurance Act
- Criminal Code of Canada

Related Policies and Procedures

- Workplace Violence Program (HSW1820)
- Accident/Incident Reporting Procedure (HSW1500)
- Workplace Violence and Harassment Prevention and Crisis Resource Manual (HSW1806)
- Code of Conduct (Employees)
- Tenant Representative Code of Conduct
- Working Alone Policy (HSW1801)
- Workplace Violence Risk Assessment and Control Evaluation Procedure (HSW1803)

Commencement and Review

This policy will be reviewed annually or as often as is necessary to ensure that it remains effective.

| Revision | Date | Description of changes | Approval |
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| Revision 1 | | | |

**Toronto Seniors
Housing Corporation**

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| Revision 2 | | | |
| Revision 3 | | | |
| Revision 4 | | | |
| Last review: | | | |

Next Scheduled Review Date: