

Workplace Violence Prevention

The Navy League of Canada

IMPORTANT NEWS

Workplace Violence

What is it?

The Navy League of Canada is committed to providing a learning and working environment for all members that is healthy, safe, productive and free from violence. Everyone has an individual responsibility to facilitate a safe, secure and violence-free workplace.

What does this mean?

Workplace Violence: Is the exercise of physical or verbal force by a person against a person, in the workplace, that causes or could cause physical injury to that person. It also includes an attempt to exercise physical force against a person in the workplace that could cause physical or mental injury to that person and a statement or behaviour that any person could reasonably interpret as a threat to exercise physical force against that person, in a workplace, that could cause physical injury to the person.

All members of the Navy League of Canada including: National and Divisional/Branch employees; registered participants (Branch Members) including National Board, Division and Branch Council members and all categories of Associates; and volunteers including Navy League are covered by this policy. This policy also covers contractors, subcontractors, suppliers, and visitors to our organization.

How do I know what is considered violence in the workplace?

Examples of the types of workplace violence could include but are not limited to:

- i. Verbally threatening to attack someone;
- ii. Leaving threatening notes, sending threatening e-mails or making obscene or harassing phone calls;
- iii. Shaking a fist in someone's face;
- iv. Carrying or wielding a weapon at work;
- v. Hitting or trying to hit someone;
- vi. Throwing an object at someone;
- vii. Sexual violence against someone;
- viii. Kicking an object that someone is standing on such as a ladder; or
- ix. Trying to run someone down using a vehicle or equipment.

Other types of violence to be aware of are:

i. Criminal Violence: Criminal violence, such as sexual or physical assault, is defined by the Criminal Code. Anyone who witnesses this behavior must report any criminal behaviour to the Police.

ii. Domestic Violence: Members are encouraged to inform through the Navy League Chain of Command any potential risk of violence they may experience in their non-work life that may impact on their own safety or the safety of others with whom they interact within the Navy League.

What should I do if I believe I have been subjected to violence in the workplace?

In the case of an emergency: (immediate danger, weapons involvement, physical injury related to violent behavior) **for acts of violence, assaults or other violent incidents CALL 911 immediately.** Critical information must be provided including the nature of the incident, whether emergency services are required, whether the perpetrator(s) are still present or whether weapons are involved. Individuals are also encouraged to report through their appropriate Navy League Chain of Command.

For non-emergencies individuals are encouraged to immediately report threatening statements or behaviour that gives one reasonable grounds to believe that there is a potential for workplace violence through their appropriate Navy League Chain of Command.

What happens next?

Upon receiving a complaint, a process will be undertaken promptly to review and respond to the complaint. If required, external parties may be brought in to assist with the review of the complaint.

What is the role of the Executive Director (or as appropriate Divisional/Branch staff or Councils)?

All leaders, both paid and volunteers, in the organization are required to facilitate a safe, secure and violence-free workplace. They are responsible for ensuring that employees/members in their area are aware of the Workplace Violence Prevention Policy and participate or attend any mandatory information sessions. They are also responsible for directly addressing any issues of violence that they witness and by taking immediate action to correct the matter.

This may include:

- i. Immediately, contact 911 if required and if it has not been done yet.
- ii. When necessary, ensure that proper medical care is provided for anyone involved in an incident and secure the safety of employees.
- iii. Inform your supervisor and as appropriate the NL Corps CO/Branch/Division/National President.
- iv. Co-operate with assigned investigators, police or other authorities as required during any investigation related to workplace violence.
- v. Provide support to the affected parties and engage other support mechanisms that may be deemed appropriate.
- vi. Uphold the decisions arising from an investigation.
- vii. Follow up with the affected parties to ensure there are no reprisals.

What protection do I have if I come forward with a complaint?

Any retaliation or reprisals are prohibited against anyone who comes forward with a complaint under this policy or has provided information regarding a complaint. Any form of retaliation or reprisals will be subject to further follow up inquiries, investigation and disciplinary action where it is deemed warranted. The same procedures under this policy will be used to investigate alleged retaliation or reprisals.