

Arbour Village Co-operative Homes Inc.
WORKPLACE VIOLENCE PREVENTION POLICY

PURPOSE:

Arbour Village Co-op maintains a zero tolerance standard of violence in the workplace. The purpose of this policy is to provide Arbour Village Co-op's employees guidance that will maintain an environment at and within Arbour Village Co-op property and events that is free of violence and the threat of violence.

POLICY:

Violent behaviour of any kind or threats of violence, either implied or direct, are prohibited at Arbour Village Co-op, in properties and at Arbour Village Co-op sponsored events. Such conduct by a Arbour Village Co-op employee will not be tolerated. An employee who exhibits violent behaviour may be subject to criminal prosecution and shall be subject to disciplinary action up to and including dismissal. Violent threats or actions by a non-employee may result in criminal prosecution. Arbour Village Co-op will investigate all complaints filed and will also investigate any possible violation of this policy of which we are made aware. Retaliation against a person who makes a complaint regarding violent behaviour or threats of violence made to him/her is also prohibited.

DEFINITIONS:

Workplace Violence: Behaviour in which an employee, former employee or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm injury or death to others at the workplace.

Threat: The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.

Intimidation: Making others afraid or fearful through threatening behaviour.

Zero-tolerance: A standard that establishes that any behaviour, implied or actual, that violates the policy will not be tolerated.

Court Order: An order by a Court that specifies and/or restricts the behaviour of an individual. Court Orders may be issued in matters involving domestic violence stalking or harassment, among other types of protective orders, including Temporary Restraining Orders.

PROHIBITED BEHAVIOUR:

Violence in the workplace may include, but is not limited to the following list of prohibited behaviours directed at or by a co-worker, supervisor or member of the public:

1. Direct threats or physical intimidation.
2. Implications or suggestions of violence.
3. Stalking.
4. Possession of weapons of any kind on Arbour Village Co-op property, including parking lots, other exterior premises or while engaged in activities for Arbour Village Co-op in other locations, unless such possession or use is a requirement of the job.
5. Assault of any form.
6. Physical restraint, confinement.
7. Dangerous or threatening horseplay.
8. Loud, disruptive or angry behaviour or language that is clearly not part of the typical work environment.
9. Blatant or intentional disregard for the safety or well-being of others.
10. Commission of a violent felony or misdemeanour on (company) property.
11. Any other act that a reasonable person would perceive as constituting a threat of violence.

Domestic Violence, while often originating in the home, can significantly impact workplace safety and the productivity of victims as well as co-workers. For the purposes of this document, “domestic violence” is defined as abuse committed against an adult or fully emancipated minor. Abuse is the intentional reckless attempt to cause bodily injury, sexual assault, threatening behaviour, harassment, or stalking, or making annoying phone calls to a person who is in any of the following relationships:

- ◆ Spouse or former spouse
- ◆ Domestic partner or former domestic partner
- ◆ Co-habitant or former co-habitant and or other household members
- ◆ A person with whom the victim is having, or has had, a dating or engagement relationship
- ◆ A person with whom the victim has a child

Arbour Village Co-op recognizes that domestic violence may occur in relationships regardless of the marital status, age, race, or sexual orientation of the parties.

REPORTING ACTS OR THREATS OF VIOLENCE:

An employee who:

1. Is the victim of violence or
2. Believes they have been threatened with violence, or
3. Witnesses an act or threat of violence towards anyone else shall take the following steps:
 - ◆ If an emergency exists and the situation is one of immediate danger, the employee shall contact the local police officials by dialling 9-1-1, and may take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area
 - ◆ if the situation is not one of immediate danger, the employee shall report the incident to the manager as soon as possible and complete the Arbour Village Co-op Workplace Violence Incident Report Form.

PROCEDURES-FUTURE VIOLENCE:

Employees who have reason to believe they, or others, may be victimized by a violent act sometime in the future, at the workplace or as a direct result of their employment with Arbour Village Co-op, shall inform the manager by immediately completing a Workplace Violence Incident Report Form so appropriate action may be taken. The manager shall inform the board of directors and the local law enforcement officials.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy of the signed order to the manager. The manager shall provide copies to the board of directors and local police.

INCIDENT INVESTIGATION:

Acts of violence or threats will be investigated immediately in order to protect employees from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. The manager will initiate an investigation into potential violation of work rules/policies. Simultaneously, the manager will refer the matter to local police for their review of potential violation of civil and/or criminal law.

Procedures for investigating incidents of workplace violence include:

- ◆ visiting the scene of an incident as soon as possible
- ◆ interviewing injured and threatened employees and witnesses
- ◆ examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behaviour by the perpetrator
- ◆ determine the cause of the incident
- ◆ taking mitigating action to prevent the incident from recurring - recording the findings and mitigating actions taken

In appropriate circumstances, Arbour Village Co-op will inform the reporting individual of the results of the investigation. To the extent possible, Arbour Village Co-op will maintain the confidentiality of the reporting employee and the investigation, but may need to disclose results in appropriate circumstances: for example, in order to protect individual safety. Arbour Village Co-op will not tolerate retaliation against any employee who reports workplace violence.

MITIGATING MEASURES:

Incidents which threaten the security of employees shall be mitigated as soon as possible following their discovery. Mitigating actions include:

- ◆ notification of law enforcement authorities when a potential criminal act has occurred
- ◆ provision of emergency medical care in the event of any violent act upon an employee.
- ◆ post-event trauma counselling for those employees designing such assistance
- ◆ assurance that incidents are handled in accordance with the Workplace Violence Prevention Policy
- ◆ requesting Arbour Village Co-op attorney file a restraining order as appropriate.

TRAINING AND INSTRUCTION:

Arbour Village Co-op shall be responsible for ensuring that all employees, including managers and supervisors, are provided with training and instruction on general workplace security practices. Arbour Village Co-op shall be responsible for ensuring that all employees, including managers and supervisors, are provided training and instructions on job specific workplace security practices.

Training and instruction shall be provided as follows:

- ◆ to all current employees when the policy is first implemented
- ◆ to all newly hired employees, supervisors and managers, or employees given new job assignments for which specific workplace security training for that job assignment has not previously been provided
- ◆ to affected employees whenever management is made aware of a new or previously unrecognized hazard

Workplace security training and instruction includes, but is not limited to, the following:

- ◆ preventive measures to reduce the threat of workplace violence, including procedures for reporting workplace security hazards
- ◆ methods to diffuse hostile or threatening situations
- ◆ escape routes
- ◆ explanation of this Workplace Violence Prevention Policy

In addition, specific instructions shall be provided to all employees regarding workplace security hazards unique to their job assignment.

Passed by the Board of Directors at regular board meeting held:

Date: September 30, 2010

Mary Brotherton
PRESIDENT

A. Sewick
SECRETARY