

Dundas Street Centre United Church Policy Manual

Section: B. Human Resources

Title: **Violence**

Policy #: B-05

Approved/Amended: Feb. 16, 2014

Referral Committee: Ministry and Personnel Committee

1.0 DESCRIPTION

Dundas St. Centre United Church (DSCUC) is a Pastoral Charge of The United Church of Canada conducting Christian ministry in the province of Ontario.

2.0 POLICY

DSCUC takes a position of zero tolerance with regard to workplace violence and is committed to providing a violence-free environment for worship, work, and study. Complaints of violence will be taken seriously and dealt with in a spirit of compassion and justice.

3.0 DEFINITIONS

3.1 DSCUC, in compliance with the Ontario Occupational Health and Safety Act, defines Workplace Violence as:

- 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.

3.2 Acts of Violence can include but are not limited to:

- Punching
- Pushing, Shoving
- Throwing an object at someone
- Pushing an object into someone
- Cutting
- Shooting
- Biting and Scratching
- Tripping others deliberately
- Attempts to do physical harm
- Verbal threats with intent to cause physical harm
- Physical restraint

4.0 PURPOSE

The purpose of this policy is to implement policies, measures, procedures and programs to reduce, manage and prevent violence in order to foster an environment of safety and mutual respect at all levels of the organization between all employees, co-workers, contractors, visitors, congregants and volunteers.

5.0 PREVENTION

5.1 DSCUC through the Ministry and Personnel Committee will implement an ongoing prevention program that involves all workers' cooperation to minimize violence in the workplace and create a safe and secure work environment.

5.2 DSCUC through the Ministry and Personnel Committee will implement annual "Workplace Violence and Harassment" surveys to identify risk factors.

5.3 DSCUC will emphasize safety, dignity and respect as core values of The United Church of Canada.

5.4 DSCUC through the Ministry and Personnel Committee will implement emergency procedures should violence or the threat of violence occur.

6.0 MEASURES

6.1 DSCUC through the Ministry and Personnel Committee will ensure risk assessments are implemented and will survey and assess workplace vulnerabilities annually through safety and procedural checklists relating to violence issues as well as employee surveys.

6.2 DSCUC will take actions to address areas of risk identified in the assessments.

7.0 PROCEDURES

7.1 Doors are to be locked if in building alone.

7.2 Door bells are provided for visitor use.

7.3 If anyone feels threatened by a situation they are to call 911.

7.4 DSCUC will post phone numbers of importance and the address of the church in visible areas near all telephones.

7.5 Any act of physical violence will result in the involvement of police.