

Workplace Violence Policy (for employees only)

(for volunteers, please refer to Section 21 of the Diocesan Policies, Practices and Procedures manual)

Definition of employee

A person who performs work or performs services for monetary compensation is defined as an employee.

Sample Workplace Violence Policy

[Name of Church] believes in the prevention of violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of violence committed by or against any member of our workplace or member of the public, is unacceptable conduct that will not be tolerated.

What is workplace violence?

Workplace violence is:

- (a) the exercise of physical force by a person against a employee, in a workplace, that causes or could cause physical injury to the employee,
- (b) an attempt to exercise physical force against a employee, in a workplace, that could cause physical injury to the employee,
- (c) a statement or behaviour that it is reasonable for a employee to interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the employee

Penalty

No employee or any other individual affiliated with this organization shall subject any other person to workplace violence or allow or create conditions that support workplace violence. An employee that subjects another employee, client, or other person to workplace violence may be subject to disciplinary action up to and including termination. Other persons may be removed from the workplace.

Report Incidents Immediately

If you witness or are a victim of violence in this workplace, please contact 911 and Wardens immediately. Wardens will investigate the matter. The Violent Incident Report form shall immediately be completed with a copy forwarded to the Diocesan Human Resources Director.

Appeals

In the event that the complaint or the alleged Aggressor is dissatisfied with the result of the formal investigation/complaint/dispute resolution, an appeal in writing may be submitted to the Diocesan Bishop.

SIGNED Date:

Workplace Harassment Policy (for employees only)
(for volunteers, please refer to Section 21 of the Diocesan Policies, Practices and Procedures manual)

Definition of employee

A person who performs work or performs services for monetary compensation is defined as an employee.

Sample Workplace Harassment Policy

<The Name of Church> believes that all employees have the right to a respectful workplace. Workplace harassment is unacceptable and will not be tolerated.

“Workplace harassment” means engaging in a course of vexatious comment or conduct against a employee in a workplace that is known or ought reasonably to be known to be unwelcome.

If it occurs within the course of the employment relationship, workplace harassment may involve conduct that is verbal or non-verbal, a single incident or a series of incidents.

Workplace harassment can be directed at a co-employee, subordinate or manager. Workplace harassment does not include decisions or actions relating to the employee’s employment, including a decision to change the work to be performed or the working conditions, to discipline the employee or to terminate the employee’s employment.

Report Incidents

If reasonable to do so, employees are encouraged to try to resolve the situation with the person who is alleged to have engaged in the harassment. Where the situation cannot be resolved or the situation continues, employees shall report the conduct to the Wardens. The Wardens will investigate the complaint. A written account of the investigation shall be forwarded to the Diocesan Human Resources Director.

Appeals

In the event that the complaint or the alleged Harasser is dissatisfied with the result of the formal investigation/complaint/dispute resolution, an appeal in writing may be submitted to the Diocesan Bishop.

Penalty

No employee or any other individual affiliated with this organization shall subject any other person to workplace harassment. A employee that subjects another employee, client, or other person to workplace harassment may be subject to disciplinary action up to and including termination. Other persons may be removed from the workplace.

SIGNED Dated: