# **[FARM NAME] WORKPLACE VIOLENCE & HARASSMENT CODE OF PRACTICE**

Workplace Violence & Harassment Program:

“Workplace violence and harassment” is defined as the actual, threatened or attempted conduct intended or likely to cause injury to, harass, threaten, intimidate, bully or otherwise harm another person physically or psychologically. Examples include but are not limited to:

* Harsh and excessive criticism of a personal and non-constructive nature
* Aggressive pressure
* Spreading rumors designed to harm a person’s reputation or put the person in a negative light
* Spying or stalking
* Ridiculing a person on the basis of physical appearance, beliefs or personal characteristics
* Name calling and teasing
* Pushing, shoving, elbowing, jostling and other acts of physical intimidation
* Unwelcome practical jokes
* Sexual violence
* Domestic Violence that enters the workplace

Early clues to behaviour that may indicate aggression or a difficulty to maintain control include an increase in agitation and behaviours such as pacing, clenching or pounding fists, increased verbal hostility, under the influence of prescribed or illegal substances, have a mental disorder, frustrated, or angry.

**Reporting & Investigations:**

Confidentiality

Investigations into workplace violence or harassment incidents are confidential and are documented on the Incident Investigation form. Circumstances related to the incident of violence or harassment or the names of the person filing the complaint, the person alleged to have committed the violence or harassment and any witnesses will be disclosed only if it is needed to investigate the incident or if there is an immediate threat of violence or harassment.

Investigation

Everyone involved in the complaint may be interviewed and are asked to cooperate in the investigation. The incident will not be discussed with others during the investigation process and only minimal personal information will be disclosed as it relates to the investigation or if there is a continued threat of violence or harassment. Once the results of the investigation have been determined, corrective actions to prevent further incidents will be put in place. Possible corrective action can be in the form of an apology, training, referral to Employee Assistance Program, resignation or reassignment, limited access to certain areas of the workplace, reporting to professional resources, disciplinary action, and possibly criminal charges.

Reporting

Everyone is encouraged to report incidents and seek a resolution for the incident. In the event of an incident, follow the confrontations emergency response plan to deescalate and remove yourself from the situation.

There will be no adverse job consequences to anyone for reporting violence or harassment issues unless the investigation determines that there was a fabrication of the facts. There will be no retaliation from other employees to the individual for making a complaint. Retaliation may be treated as a form of workplace violence and harassment.

Resources

Anyone affected by workplace violence and harassment will receive medical care as soon as possible at the time of reporting the incident. They will receive ongoing care and support both physically and psychologically through suitable medical treatment such as through an Employee Assistance Program.

Roles & Responsibilities:

* The [Farm Name] supports the communication of the policy to all members and employees.
* The [Farm Name] supports the prevention of workplace violence and harassment in the workplace.
* [Farm Name] may provide the resources, support and oversight to implement this policy and the program in a fair, timely and consistent manner.
* [Farm Name] will train employees on this policy and the reporting procedures.
* The [Farm Name] will oversee that measures and procedures are followed by employees and that employees have the information they need to protect themselves.
* Workers will participate in the workplace violence and harassment prevention program by treating their co-workers, clients, members, and the public with respect and dignity.
* Workers will participate in the program to reduce the number of incidents of violence and harassment by practicing the principles of prevention above.
* Workers are encouraged to raise any concerns about workplace violence and harassment and to report any violent incidents or threats.

Evaluation:

There is a process to monitor the effectiveness of these procedures such as the workplace violence survey. Survey’s may be completed annually or when there is a complaint.

Reference:

1. Occupational Health and Safety Violence in the Workplace Regulations.
2. Nova Scotia Human Rights Act.