

2.05 Workplace Violence Procedures

1. Risk Assessment/Reassessment Procedure

The workplace of Golf Ontario will be assessed to determine the risks for workplace violence that might arise from the nature of the workplace, the type of work or the conditions of the work. The risk assessment will be conducted annually by a review team appointed by the Executive Director. A new risk assessment will be completed if there are significant changes in the workplace.

The Workplace Violence Policy applies to all Golf Ontario directors, officers, employees, volunteers and members. These policies apply to situations that may occur during the course of all Golf Ontario business, activities and events.

For the purposes of this policy, a 'Person of Authority' is any individual occupying a position of authority within Golf Ontario (ie Executive Director, immediate supervisor in the case of an employee and event official in the case of a competition site).

2. Roles and Responsibilities

a. Golf Ontario:

- Golf Ontario will endeavour to maintain a safe and healthy work environment for its employees and provide corrective action in response to identified risks
- Golf Ontario will provide employees with necessary information on potential risks in the Workplace
- Golf Ontario will provide information, including personal information, about a risk of workplace violence from a person with a history of violent behaviour if the worker can be expected to encounter that person in the course of work, and if the risk of workplace violence is likely to expose the worker to physical injury
- Golf Ontario will provide employees with the necessary training and equipment to maintain a safe and healthy Workplace
- The Executive Director will review all data tracking incidents to identify trends and ensure that appropriate action is taken as required
- In cases where a critical incident or fatality occurs as a result of workplace violence, Golf Ontario will notify the Ministry of Labour and will work with the MOL to investigate the incident.

b. Persons of Authority:

- All Persons of Authority will be responsible for enforcing this policy and the procedures detailed herein and to monitor work compliance
- Persons of Authority will identify and alert workers to any new or potentially violent situations and ensure that the Executive Director is alerted to these and that the Risk Assessment is updated as appropriate

c. Employee:

- Employees will ensure that they review all policies and procedures on a regular basis
- Employees will participate in education and training programs so they can respond suitably to any incident of workplace violence or harassment
- Employees will provide input to the risk assessment for workplace violence and any recommended protocols to deal with a threat of violence

- Should an incident of workplace violence occur, or appear likely to occur including when a threat has been made, the employee will follow recommended protocols and contact a Person of Authority
- Employees will report all incidents or injuries of violence/harassment or threats of violence/harassment to a Person of Authority immediately

3. Reporting and Investigation:

Employees are to report all violence related incidents or hazards to a Person of Authority. This report can be made confidentially at the employee's request; however, sharing information to ensure the safety of others and prevent recurrence may be necessary (ie contents of a police report).

The Executive Director will investigate the report and ensure that measures are taken to safeguard employees and curtail the violence or harassment. No report of workplace violence or risk of violence may be the basis of reprisal against the reporting employee unless the report is found to be 'trivial, frivolous, vexatious, or made in bad faith'.

If, after a thorough investigation, the Executive Director determines that workplace violence has occurred, appropriate corrective action will be taken, and discipline will be imposed on the offending worker(s). The level of discipline will depend on the facts of each case up to and including termination. If a non-employee is responsible for the violent activities, Golf Ontario will take corrective action to ensure that such behaviour is not repeated.

4. Accountability:

All workplace parties are accountable for complying with this policy, program, measures and procedures related to workplace violence.

5. Confidentiality:

Golf Ontario recognizes the sensitive nature of violence matters in the workplace and the difficulties associated with coming forward with a complaint and with being accused. Golf Ontario pledges to deal with all incidents and complaints in a timely and fair manner, respecting the privacy of all concerned to the extent possible, except where disclosure is required by a disciplinary proceeding or by law.

6. Modification of Criteria:

Golf Ontario may revise this procedure at any time as circumstances require.