



LOCHNESS LINKS & SWING RESTAURANT **WORK PLACE VIOLENCE POLICY 2011**

LochNess Links and Swing Restaurant are committed to working with employees to provide a safe work environment. LochNess Links and Swing Restaurant will not tolerate any acts of violence and will take all reasonable and practical measures to prevent violence and protect employees from acts of violence. Appropriate remedial, disciplinary, and/or legal action will be taken according to the circumstances. While the Ontario Human Rights Code deals with this, LochNess Links has a need to govern behaviour of Members towards Members, Members towards Employees and vice versa, as well as, Employees towards Employees under the general duty provision.

WHAT IS WORKPLACE VIOLENCE?

It is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment.

WORK PLACE VIOLENCE INCLUDES:

- **Threatening Behaviour** - such as shaking fists, destroying property or throwing objects.
- **Verbal or Written Threats** - any expression of an intent to inflict harm.
- **Harassment** - any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities.
- **Verbal Abuse** - swearing, insults or condescending language.
- **Physical Attacks** - hitting, shoving, pushing or kicking.

Rumours, swearing, verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, theft, physical assaults, psychological trauma, anger-related incidents, rape, arson and murder are all examples of workplace violence.

Workplace violence is not limited to incidents that occur within a traditional workplace. Work-related violence can occur at off-site business-related functions (orientation), at social events related to work, or any act away from work but resulting from work.

IF YOU ARE VICTIM TO WORKPLACE VIOLENCE

Workplace Violence can be painful and frightening and these steps should be taken to stop the unwelcome behavior:

- Step 1- Confront the harasser, it is your right to tell the harasser to stop the behavior
- Step 2- Document the unwanted behavior, write down what happened, time, date and the names of those present
- Step 3- Contact the General Manager immediately

The General Manager of LochNess Links will explore the following options available to resolve the complaint.

1. Intervention- where the General Manager of LochNess Links will speak on your behalf to the person whom you believe is harassing you
2. Mediation- where the General Manager of LochNess Links meets with you and the person you believe is harassing you and assists in arriving at a solution to the conflict.
3. Investigation- where the General Manager of LochNess Links investigate your complaint to determine if you are being harassed.

REPRISAL

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

CONFIDENTIALITY

Every effort will be made to keep a complaint confidential. However, in order to fulfill the organization's obligation to address workplace violence complaints, the alleged harasser will need to be confronted.

LochNess Links is committed to addressing and eliminating workplace violence wherever possible. However, an employee maintains the right to file a complaint with the Ontario Human Rights Commission.