

The Leeds County O.P.P. Detachment Board

Policy No 4: Abuse, Violence and Harassment Policy

Effective: June 25, 2025

1. Purpose

The Leeds County OPP Detachment Board (hereinafter referred to as the Board) recognizes the potential for abuse, violence and harassment in the workplace.

The Board is committed to providing a safe, healthy and supportive work environment by treating others with respect, fairness and sensitivity.

The Board will not tolerate any form of physical, sexual, emotional, verbal or psychological abuse, nor any form of neglect or harassment within the workplace or during work-related activities.

The Board is committed to allotting whatever time, attention, and authority and resources necessary to ensure a safe and healthy working environment for all.

The purpose of this policy is to:

- a. maintain an environment that is free from harassment or abuse;
- b. identify the behaviours that are unacceptable;
- c. establish a mechanism for receiving complaints; and
- d. establish a procedure to deal with complaints.

2. Scope

This policy applies to all Board Members, Municipal Staff, employees and contractors associated with the Leeds County OPP Detachment Board.

3. Definitions

Board is defined as the Leeds County OPP Detachment Board.

Board Chair is defined as the representative appointed by the Board as the Board Chair.

Code of Conduct is defined as Ontario Regulation 409/23 Code of Conduct for O.P.P. Detachment Board Members.

Emotional Abuse is defined as but not limited to a chronic attack on an individual's self-esteem. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, habitual scapegoat, blaming.

Harassment is defined as but not limited to any unwanted physical or verbal conduct that offends or humiliates, including gender-based harassment. It can be a single incident or several incidents over time. It includes threats, intimidation, display of racism, sexism, unnecessary physical contact, suggestive remarks or gestures, offensive pictures or jokes. Harassment will be considered to have taken place if a reasonable person ought to have known that the behaviour was unwelcome.

Neglect is defined as but not limited to any behaviour that leads to a failure to provide services which are necessary such as withdrawing basic necessities as forms of punishment, failing to assess and respond to changes in health status and refusing or withdrawing physical or emotional support.

Physical Abuse is defined as but not limited to the use of intentional force that can result in physical harm or injury to an individual. It can take the form of slapping, hitting, punching, shaking, pulling, throwing, kicking, biting, choking, strangling, or the abusive use of restraints.

Psychological Abuse is defined as but not limited to communication of an abusive nature, sarcasm, exploitive behaviour, intimidation, manipulation, and insensitivity to race, sexual preference or family dynamics.

Sexual Abuse is defined as but not limited to any unwanted touching, fondling, observations for sexual gratification, any penetration or attempted penetration with a penis, digital or object of the vagina or anus, verbal or written propositions or innuendoes, exhibitionism, or exploitation for profit including pornography.

Threat (verbal or written) is defined as but not limited to a communicated intent to inflict physical or other harm on any person or to property by some unlawful act.

Verbal Abuse is defined as but not limited to humiliating remarks, name calling, swearing at, taunting, teasing, continual put downs.

Vice Chair is defined as the member who is appointed Vice Chair by the Board and acts in place of the Board Chair when they are absent.

4. Responsibility

- 4.1 The Board will not ignore, tolerate, or condone harassment, abuse or violence in any form.
- 4.2 All Board Members, Municipal Staff, employees and contractors associated with the Board are expected to uphold and abide by this policy, by refraining from any form of abuse, violence and harassment and by cooperating fully in any investigation of an abuse, violence and harassment complaint.

- 4.3 The Board is responsible for:
- a. providing an environment free of abuse, violence and harassment, in which all individuals are treated with respect and dignity;
 - b. ensuring this policy is followed by all Board Members, Municipal Staff, employees and contractors associated with the Board;
 - c. establishing and delivering training and education to Board Members, Municipal Staff, employees and contractors associated with the Board;
 - d. developing a reporting process for incidents of workplace abuse, violence and harassment;
 - e. investigating all allegations and incidents of harassment, regardless of the source or complexity;
 - f. referring all media enquiries to the Board Chair as media representative; and
 - g. following the Code of Conduct.
- 4.4 The Board Chair is responsible for:
- a. implementing the policy throughout the organization; and
 - b. responding to all enquiries from any media (TV, radio, newspapers, etc.) and acting as the media representative.
- 4.5 Employees are responsible for:
- a. participating in education and training programs;
 - b. reporting all threats, incidents or injuries of abuse, violence or harassment immediately to the Board Chair using the Workplace Violence Incident Report;
 - c. understanding and complying with the Abuse, Violence and Harassment Policy and any associated procedures; and
 - d. referring all media enquiries to the Board Chair as media representative.

5. Reporting Protocol

- 5.1 Employees are to report all threats, incidents or injuries of abuse, violence or harassment immediately to the Chair using the Workplace Violence Incident Report.
- 5.2 If the alleged offender is the Board Chair, or in a position of power, the complainant may file the complaint with the Vice Chair or any member of the Board.
- 5.3 If the alleged offender has no relationship to the organization or has a personal relationship with an employee, the Board Chair will contact the OPP.
- 5.4 The Report can be made confidentially at the employee's request, however, sharing information may occur to ensure the safety of others and prevent recurrence.

6. Investigation & Disciplinary Procedures

- 6.1 The Board Chair receiving the report will arrange for an investigation and ensure that measures are taken to safeguard the employee and curtail the abuse, violence or harassment.
- 6.2 The Board Chair may arrange for a third-party investigator to conduct an impartial investigation.
- 6.3 Once a complaint has been received, the Board will ensure a complete and thorough investigation occurs and take appropriate action, as necessary, to protect the complainant during the course of the investigation.
- 6.4 The Investigator will at a minimum complete the following:
 - a. Ensure the investigation is kept confidential and information is not disclosed unless necessary to conduct the investigation.
 - b. Remind the parties of this confidentiality obligation at the beginning of the investigation.
 - c. Interview the complainant and interview the respondent to allow for a response to the specific allegations.
 - d. Interview any relevant witnesses associated with the Board who may be identified by either the complainant or respondent, or as necessary

to conduct a thorough investigation.

- e. Make all reasonable efforts to interview any relevant witnesses who are not associated with the Board.
 - f. Collect and review all relevant documents.
 - g. Take appropriate notes and statements during interviews with the complainant, respondent, or any witnesses.
 - h. Prepare a written report summarizing the steps taken during the investigation, set out finding of fact and provide a determination.
- 6.5 Once an investigation is completed, the Board Chair will provide both the complainant and respondent with a written summary of the findings of the investigation and any corrective action that has been or will be taken as a result of the investigation.
- 6.6 If an individual involved believes that the matter has not been resolved in a satisfactory manner, the individual may file a grievance to the Board.
- 6.7 Under no circumstances will any person who in good faith reports an incident of threats, intimidation, abuse, harassment or violence, or assists in an investigation, be subject to any form of retribution, retaliation or reprisal.

7. Responding Procedures

- 7.1 Using the incident investigation form, the Board Chair documents all reports of workplace abuse, violence, harassment and measures taken to address them.
- 7.2 The Board Chair will provide a quarterly report of incidents to the Board and the Board will monitor trends and review recommendations for prevention and enhancements to the workplace violence and harassment prevent program and training program.

8. Related Documents/Legislation

- Occupational Health and Safety Act, R.S.O. 1990, c.O.1
- Human Rights Code, RSO 1990, c H.19
- Community Safety and Policing Act, 2019 S.O. 2019, Chapter 1, Schedule 1
- O.Reg. 409/23: Code of Conduct for O.P.P. Detachment Board Members

9. Acknowledgement

I acknowledge that I have received and read the Abuse, Violence and Harassment Policy and/or have had it explained to me. I understand that it is my responsibility to abide by all the rules contained in this Policy and to report any incidents of abuse as set forth in this Policy.

Name: _____

Signature: _____

Date: _____

LEEDS COUNTY OPP DETACHMENT BOARD
Employee Workplace Harassment Incident Report Form

IMPORTANT: Give this form to the Board Chair or designate immediately upon completion.

Name:

Please provide a detailed description of the behaviour or incident(s) about which you are making a complaint or attach the description to this form. Include the following information and anything else that would help the Board Chair / Board understand your complaint.

What Happened?

Who was involved?

When did the incident(s) occur?

Where the incident(s) took place?

Who (if anyone) witnessed the incident(s)?

Please attach any documents, emails, or other materials that support your claim of harassment.

Date: _____

Signed: _____

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to discipline