

#### **Policy:**

Violence that occurs outside the normal workplace which has an impact on the working environment, including relationship and/or domestic violence, may also be considered violence in the workplace as defined in the Ontario Occupational Health and Safety Act as amended by Bill 168. For the purpose of this policy domestic violence includes violent relationships either work or non-work related, which can impact the workplace.

Domestic violence is widely understood to be a pattern of behavior used by one person to gain power and control over another person with whom he/she has or has had a relationship. This pattern of behavior may include physical violence, sexual, emotional and psychological intimidation, verbal abuse, stalking and using electronic media devices to harass and control.

Obsessive behavior such as stalking as well as, a recent separation from a relationship have been identified as primary risk factors.

Domestic violence can have serious and even lethal consequences. Warning signs must be taken seriously and action taken when domestic violence threatens to affect the workplace.

Following are examples of relationship/domestic violence behaviors including but not limited to:

- Repeatedly phoning or e-mailing the victim
- Stalking and/or watching the victim
- Showing up at the workplace and pestering co-workers about the victim
- Displaying jealous and controlling behavior towards victim
- Lying to victims co-workers (he/she is sick, out of town, etc.)
- Threatening co-workers (if you don't tell me I'll ...)
- Destroying victim's or organization's property
- Physically harming the victim and/or co-workers
- Victim misses work frequently or more often than usual
- Victim tries to cover up bruises, makes excuses
- Victim seems sad, lonely, withdrawn, afraid
- Victim uses drugs or alcohol to cope

EAFWR will take every reasonable precaution in the circumstances to protect employees, volunteers and other third parties in the workplace. In doing so they will try to respect the victim's privacy, but this will be balanced against the safety of the victim and others in the workplace.

**Procedure:**

Each situation of domestic violence will be dealt with on a case by case basis taking into the account the needs of the individuals involved.

An employee experiencing domestic violence that could expose his/her, co-workers or others to violence that may occur in the workplace is responsible to advise his/her supervisor. EAFWR will take every precaution reasonable to protect the employee, co-workers and others in the circumstances. This may include some or all of the following:

- Creating a safety plan
- Contacting the police
- Establishing enhanced security measures such as code words, door and access security measures
- Screening calls and blocking certain e-mail addresses
- Setting up priority parking or providing escorts to vehicle or transportation
- Adjusting work hours
- Facilitating access to counseling and/or community programs
- Temporary leave to allow the victim to cope with the situation and/or to deal with legal, housing and child care issues.

If domestic violence is suspected or reported the Supervisor or alternate with input from Human Resources will:

- Assure the victim that he/she is available to talk and offer support
- Let the victim know that EAFWR is responsible for workplace safety and he/she must advise EAFWR if safety in the workplace becomes a concern
- Advise the victim about safety precautions that can be taken as indicated above
- Develop and implement a safety plan including security measures as warranted.