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Violent behaviour in the workplace from any person is unacceptable. The College of Naturopaths of Ontario is committed to the prevention of workplace violence and the Council, through the Chief Executive Officer (CEO), is responsible for the protection of employees from workplace violence from all sources.

Accordingly, the CEO shall not fail to undertake any of the following duties and responsibilities.

- 1 Take whatever steps are reasonable to protect workers from workplace violence from all sources. Workplace violence includes but is not limited to:
 - a) the exercise of, or an attempt to exercise, physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
 - b) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker;
 - c) Unwanted physical acts against another person (e.g. hitting, shoving, pushing, kicking, sexual assault);
 - d) Any threat, behavior or action which is interpreted to carry the potential to harm or endanger the safety or others, result in an act of aggression, or destroy or damage property; and
 - e) Disruptive behavior, in the workplace, that is not appropriate to the work environment (e.g. yelling, swearing).
- 2 Ensure that all workers are educated about and uphold this policy.
- 3 Ensure that all workers collaborate to prevent workplace violence.
- 4 Undertake a risk assessment of the physical environment initially and at a minimum of every two years thereafter or at any time of altering the physical premises or moving the office location.
- 5 Develop and maintain a Workplace Violence Prevention Program, acceptable to the Council, which implements this policy including but not limited to measures and procedures to protect employees from workplace violence, a means of summoning immediate assistance and a process for employees to report incidents, or raise concerns.
- 6 Ensure that this policy and the supporting program are implemented and maintained and that all workers have the appropriate information and instruction to protect them from violence in the workplace.
- 7 Ensure that every worker is in compliance with this policy and the supporting program and are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.
- 8 Investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent it is

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possible.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal of Ontario (or any successor agency) on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

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