



**ALMAGUIN HIGHLANDS OPP DETACHMENT BOARD
CONSEIL DU DÉTACHEMENT D'ALMAGUIN HIGHLANDS
DE LA POLICE PROVINCIALE**

**ALMAGUIN HIGHLANDS OPP DETACHMENT
DÉTACHEMENT D'ALMAGUIN HIGHLANDS DE LA POLICE PROVINCIALE**

Almaguin Highlands OPP Detachment Board

Abuse, Discrimination, Harassment and Violence Policy

(2025)

Almaguin Highlands OPP Detachment Board

Abuse, Discrimination, Harassment and Violence Policy

Contents

A.	Purpose.....	1
B.	Scope.....	1
C.	Definitions.....	2
D.	Policy Statement.....	4
E.	Roles and Responsibilities.....	4
F.	Reporting and Investigating.....	5
G.	Investigation and Response Procedures.....	6
H.	Corrective Action.....	7
I.	Confidentiality of Complaints and Investigations.....	7
J.	Record Keeping.....	8
K.	Education.....	8
L.	Protection from Retaliation.....	8
M.	Accountability.....	8
N.	Authority.....	9
O.	Monitoring.....	9
P.	Contacts.....	9

A. Purpose

The Almaguin Highlands OPP Detachment Board (hereinafter the Board) is committed to providing and maintaining a professional working environment that is based on respect for the dignity and rights of everyone. It is the Board's goal to provide and maintain a healthy and safe work environment that is free of any form of abuse, discrimination, harassment, or violence. The Board will not tolerate or condone types of abuse, discrimination, harassment, or violence in the workplace.

This policy is intended to identify behaviours that are unacceptable and establish a procedure to receive, investigate and manage complaints.

It is everyone's responsibility to ensure that a workplace free from abuse, discrimination and violence is created and maintained, and to address violence or the threat of violence from all possible sources (including individuals who are not employees of the Board, such as suppliers and all members of the public).

B. Scope

The Board recognizes the potential for abuse, discrimination, harassment and violence 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 make every reasonable effort to identify all potential sources of such risk to eliminate or minimize them. The Board will not tolerate any form of abuse, violence 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.

C. Definitions

- a. **Abuse** means any action, act omissions or incident in which an employee, Board Member, contractor or volunteer are abused, threatened, harmed, injured, or assaulted in circumstances arising from their employment or volunteering, as a direct or indirect action or omission of another employee, volunteer or third party. This includes but is not limited to physical, psychological, emotional, verbal or sexual abuse. Examples include:
- Swearing, put-downs/name calling over a period of time.
 - Labelling the victim in a derogatory way such as stupid, crazy, or irrational.
 - Acts of humiliation, extreme jealous behaviour, or attacking the victim's self-esteem in other ways.
- b. **Board** means the Almaguin Highlands OPP Detachment Board.
- c. **Board Chair** means the Almaguin Highlands OPP Detachment Board Chair who is elected annually by the Board.
- d. **Board Vice-Chair** means the Almaguin Highlands OPP Detachment Board Vice-Chair who is elected annually by the Board and having the same role and responsibilities of the Board Chair in the absence thereof.
- e. **Community Safety and Policing Act** means the statute in which provides the legislative terms of reference, mandate and authority of the OPP Detachment Board (CSPA)
- f. **Discrimination** means workplace discrimination which includes any distinction, exclusion or preference based on the protected grounds in the Ontario Human Rights Code ('the Code') which nullifies or impairs equality of opportunity in employment, or equality in the terms and conditions of employment.

The protected grounds for discrimination are:

- Race, colour, ancestry, citizenship, ethnic origin or place of origin;
- Creed, religion;
- Age;
- Sex (including pregnancy and breastfeeding);
- Gender identity and gender expression;
- Sexual orientation;
- Family, marital (including same-sex partnership) status;
- Disability or perceived disability;
- A record of offences for which a pardon has been granted under the federal Criminal Records Act and has not been revoked, or an offense in respect of any provisional enactment.

g. Discriminatory Harassment

means comments or conduct based on the protected grounds in the Code which the recipient does not welcome or that offends them. Some examples of discriminatory harassment include:

- Offensive comments, jokes, or behaviours that disparage or ridicule a person's membership in one of the protected grounds, such as race, religion, or sexual orientation.
- Imitating a person's accent, speech or mannerisms.
- Persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children.
- Inappropriate comments or jokes about an individual's age, sexual orientation, person appearance or weight.

h. O.P.P.

means the Ontario Provincial Police

i. Poisoned Work Environment

means harassing comments or conduct can poison someone's working environment, making it a hostile or uncomfortable place to work, even if the person is not being directly targeted. This is commonly referred to as a poisoned working environment and it is also a form of harassment. Some examples of actions that can create a poisoned work environment if they are sufficiently serious or occur repeatedly include:

- Deliberately excluding or socially isolating another individual from the team, for example-
- Extending lunch invitations and deliberately omitting to ask the individual;
- Displaying offensive or sexual materials, such as posters, pictures, calendars, websites or screen savers;
- Distributing offensive e-mail messages or attachments, such as pictures or video files;
- Practical jokes that embarrass or insult someone;
- Jokes or insults that are offensive, racist, or discriminatory in nature.

j. Workplace Bullying

means repeated and persistent negative acts towards one or more individuals, which involved a perceived power imbalance and create a hostile work environment.

k. Sexual Harassment

means Workplace Sexual Harassment as defined in the Ontario Occupational Health and Safety Act (the OHSA) as:

a. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or

b. making a sexual solicitation or advance where the person making the solicitation or advance is able to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

I. Workplace Harassment

means, in accordance with the OHSA,

a. engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or

b. workplace sexual harassment.

Workplace harassment may have some or all of the following components:

- It is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect.
- It is hostile, abusive or inappropriate.
- It affects the person's dignity or psychological integrity.
- It results in a poisoned work environment.
- It intimidates, isolates or discriminates against the recipient.

m. Workplace Violence

means, in accordance with the OHSA,

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the workers;
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the workers, in a workplace, that could cause physical injury to the worker.

D. Policy Statement

- 4.1. The Board will not tolerate any form of physical, sexual, emotional, verbal, or psychological abuse, nor any form of neglect or harassment.

E. Roles and Responsibilities

5.1. Board

Board members are expected to assist in creating a harassment-free workplace and ensure that measures and procedures in the abuse, discrimination, harassment, violence policy are carried out. Board members will also ensure that

this policy is made readily available and be accountable for responding to and resolving complaints or violence.

- Ensure compliance by all who have a relationship with the Board;
- Hold staff accountable to responding to and resolving complaints;
- Conduct regular risk assessment;
- Establish control measures;
- Establish and delivery training and education to employees/volunteers;
- Integrate safe behaviour into day-to-day operations;
- Maintain and follow this policy including any procedures related to the investigation, reporting and follow-up incidents, as necessary;
- Take corrective action, debrief those involved in the incident either directly or indirectly and provide response measures, as required;
- Identify and alert staff to violent person and hazardous situation;
- Facilitate medical attention and support for those involved directly or indirectly;
- Immediately report a death or critical injury to the Ministry of Labour (MOL) inspection, WSIB, and the police, as required and follow all timelines and reporting requirements;
- Track and analyze incidents for trending and prevention initiatives.

5.2. Employee/Volunteer/Board Members

Employees/Volunteers/Board Members must do their part by ensuring that their behaviour does not violate this policy and by fostering a work environment that is based on respect and is free of harassment. Employees shall:

- Participate in education and training programs so you can respond suitably to any incident of workplace abuse, discrimination, harassment, violence;
- Report to the Board the existence of any workplace abuse, discrimination, harassment or violence or threat of workplace abuse, discrimination, harassment or violence;
- Understand and comply with the violence and harassment prevention policies and related procedures;
- Contribute to risk assessments;
- Seek support when confronted with violence/harassment or threats of violence, and get medical attention when required.

F. Reporting and Investigating

- 6.1. Employees/Volunteers/Board Members are to report all abuse, discrimination, harassment or violent-related incidents, hazards or threats to the Board Chair or supervisor. In instance where the supervisor or the

Board Chair is the person engaging in abuse, discrimination, harassment, or violence the complaint should be brought to the Vice-Chair and the Vice-Chair is responsible for these procedures.

The report can be made confidentially at the employee's request. However, the sharing of information to ensure the safety of others and prevent recurrence may be necessary (e.g. contents of a police report).

- 6.2. A formal complaint should be submitted in writing as soon as possible, and should include the complainant's name, the name of the alleged harasser, the place, date, frequency and time of the incident(s), and the names of any possible witnesses and their contact information (if known) and should be completed on the Harassment and/or Discrimination Complaint Form or the Violent Incident Report Form, as applicable.
- 6.3. The Board Chair upon receiving the report is to arrange for an investigation and ensure that measures are taken to safeguard employees/volunteers/board member and curtail the violence may be the basis of reprisal against the reporting employee. However, the Board will not tolerate a false and malicious complaint.
- 6.4. The Board is to report all injuries to the MOL and WSIB as required by the Occupational Health and Safety Act and Workplace Safety and Insurance Act.
- 6.5. The Board is to make all reasonable efforts to address the issue and prevent further problems from arising.

G. Investigation and Response Procedures

- 7.1. The Board Chair will ensure that an investigation is commenced as quickly as possible. If the resolution of the complaint is beyond the authority of the Board Chair, they shall make the Board aware of the report.
- 7.2. The Board may use an internal or external investigator, depending on the nature of the complaint, and the Board will ensure that the investigator is not the respondent, or under the direct control of the respondent, and is able to conduct an objective investigation.
- 7.3. The Board Chair, or the Board as applicable, will review all incident reports, monitor trends and review recommendations for prevention and enhancements to the Abuse, Discrimination, Harassment and Violence Policy and Procedures, as necessary.
- 7.4. The investigation shall include the following measures:
 - Interviewing the complainant and respondent to ascertain all the facts and circumstances relevant to the complaint, including dates and locations;
 - Interview witnesses, if any;
 - Review all related documentation;

- Make detailed notes of the investigation and maintain records in a confidential file.
- 7.5. Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings and provide to the Board. The report shall include the following:
- A summary of the steps taken in the investigation;
 - A summary of the complaint, allegations and response;
 - A summary of the evidence of witnesses (if any) and documentary evidence gathered;
 - The investigator's finding of fact;
 - The investigator's conclusion as to whether or not workplace harassment has occurred.
- 7.6. A summary of the findings will be provided to the complainant and respondent in writing, within 10 calendar days of the investigation being concluded.

H. Corrective Action

- 8.1. The Board will determine what action should be taken as a result of the investigation.
- 8.2. The complainant and respondent will be informed of the results of the investigation and whether corrective measures were taken, if any were necessary. If a finding of workplace violence is made, the Board will take appropriate corrective measures, regardless of the respondent's seniority or position.
- 8.3. Corrective measures may include one or more of the following:
- Discipline, such as a verbal warning, written warning or suspension of duties without pay;
 - Termination with or without cause;
 - Referral for counselling (sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect;
 - Financial penalties, such as the denial of a bonus or performance-related salary increase; and/or
 - Any other disciplinary action deemed appropriate under the circumstances.
- 8.4. If upon investigation there is not enough evidence to substantiate the complaint, corrective measures will not be taken.

I. Confidentiality of Complaints and Investigations

- 9.1. The Board recognizes the sensitive nature of complaints of harassment and violence and will keep all complaints confidential, including identifying information about any individuals involved in the complaints, to the extent that the Board is able to do so.

- 9.2. The Board will only release as much information as is necessary to investigate and response to the complaint or situation to take corrective action, to protect employees/volunteers/board members, or if required to do so by law.
- 9.3. Complainant, respondent, witness and anyone else involved in the formal investigation of a compliant will maintain confidentiality throughout the investigation and afterwards.

J. Record Keeping

- 10.1. Records related to all complaints or incidents of workplace harassment, investigations, and reports will be subject to the confidentiality requirements of this policy.
- 10.2. Records will be kept for a minimum of three years from the resolution of the complaint, or in accordance with any other Act or external investigation as required.

K. Education

- 11.1. All employees/volunteers/board members shall review this policy and sign Schedule 'A' – Attestation.
- 11.2. New employees/volunteers/board members will receive orientation to the workplace abuse, discrimination, harassment and violence policy.
- 11.3. Notice of all changes shall be provided to all employees/volunteers/board members should changes to the abuse, discrimination, harassment, and violence policy be made.

L. Protection from Retaliation

- 12.1. That the Board will not tolerate retaliation, taunts, or threats against anyone who complains about harassment or workplace violence or takes part in an investigation.
- 12.2. Any person who taunts, retaliates against or threatens anyone in relation to a harassment or violence complaint may be disciplined, up to and including termination with or without cause.

M. Accountability

- 13.1. The Board is accountable for establishing and implementing the policy and procedures related to workplace violence and harassment.
- 13.2. Complying with the policy is part of an employee's/volunteer's and board member's responsibility.

- 13.3. The Board's responsibility is to ensure enforcement of the policy and procedures and to investigate and respond to workplace violence and harassment.

N. Authority

Pursuant to Section 46(1) of the *Community Safety and Policing Act*, 2019, and subject to the regulations made by the Minister, if any, a police service board shall establish its own rules and procedures in performing its duties under the Act and the regulations. [OPP Detachment Board – application of other provisions, Section 67(6)8].

O. Monitoring

This policy is to be reviewed each Term of Council and updated by the Board as required.

P. Contacts

Almaguin Highlands OPP Detachment Board
c/o Township of Perry
1695 Emsdale Road, PO BOX 70
Emsdale, ON P0A 1J0
Email: info@townshipofperry.ca
Telephone: 705-636-5941

Schedule 'A' – Attestation

With my signature, as a member of the Board, employee, or volunteer of the Board, I confirm that I have read, understand and accept the requirements of this 'abuse, discrimination, harassment, and violence policy' and agree to abide by its terms.

Name: _____

Position: _____

Signature: _____

Date: _____

Schedule 'B'

Almaguin Highlands OPP Detachment Board

**Harassment and/or Discrimination Complaint Form
Abuse, Discrimination, Harassment and Violence Policy**

This complaint form is for employees to report an incident or a complaint of harassment and/or discrimination.

Name of Complainant: _____

Contact Information

Telephone: _____ Email: _____

Address: _____

Name of the Respondent and contact information, if available:

Details of the complaint of harassment/discrimination

Please describe in as much detail as possible the bullying, harassment and/or discrimination incident(s), including:

- (a) the names of the parties involved
- (b) any witnesses to the incident(s)
- (c) the location, date and time of the incident(s)
- (d) details about the incident(s) (behaviour and/or words used)
- (e) any additional details (attach additional pages if required)

Relevant documents/evidence

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list them below. If someone else has relevant documents, please note that below.

Signature: _____

Date: _____

Note: the employer is obligated to conduct an investigation appropriate in the circumstances into incidents of harassment and/or discrimination, whether or not a formal complaint is filed.