

SUDBURY EAST OPP DETACHMENT BOARD

Abuse, Violence and Harassment Policy

1. Policy Statement

The Sudbury East OPP Detachment Board (hereinafter referred to as "the Board") is committed to fostering a safe, respectful, and inclusive environment for all members, employees, and stakeholders. This policy establishes clear guidelines for the prevention, identification, and management of abuse, violence, and harassment within the Board's activities and operations.

2. Purpose

- 2.1.** To maintain an environment that is free from harassment or abuse
- 2.2.** To identify the behaviours that are unacceptable
- 2.3.** To establish a mechanism for receiving complaints
- 2.4.** To establish a procedure to deal with complaints

3. Scope

This policy applies to all Board members, employees, volunteers, contractors, and individuals interacting with or representing the Board during any official activities, meetings, or events.

4. Definitions

4.1. Abuse:

Any action, act of omission, or incident in which a worker, board member, volunteer, or contractor is abused, threatened, harmed, injured, or assaulted in circumstances arising from their duties. This includes threats (verbal or physical), assaults (physical, sexual, or verbal), bullying, intimidation, stalking, aggressive behaviour, mobbing, use of force (with or without a weapon), inappropriate pranks, or property damage.

4.2. Workplace Violence:

- 4.2.1.** The exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury;
- 4.2.2.** An attempt to exercise physical force that could cause injury; or
- 4.2.3.** A statement or behaviour that a worker could reasonably interpret as a threat to exercise such force.

4.3. Workplace Harassment:

Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known as unwelcome. This includes workplace sexual harassment, which involves:

- 4.3.1.** Comments or conduct based on sex, sexual orientation, gender identity or expression that is unwelcome;
- 4.3.2.** Sexual solicitations or advances by someone in a position to confer, grant, or deny a benefit.

4.4. Sexual Assault:

Any unwanted sexual act imposed by one person on another. Including unwanted touching, forced kissing, coerced sexual acts, sexual intercourse, or abuse of a position of trust or authority to obtain sex.

4.5. Bullying:

Repeated and persistent negative acts towards one or more individuals involve a perceived power imbalance and create a hostile work environment.

4.6. Verbal/Emotional/Psychological Abuse:

A pattern of behaviour that makes someone feel worthless, threatened, or humiliated, often rooted in power and control. Examples include name-calling, humiliation, threats, jealousy, and attacks on self-esteem.

4.7. Workplace:

Any location where Board duties are conducted include physical premises (e.g., meeting rooms, events, field locations) and virtual settings (e.g., online meetings, email, or any communication platforms).

5. Roles and Responsibilities

The Board is committed to maintaining a safe and respectful environment, free from abuse, violence, and harassment. All individuals associated with the Board, including members, staff, and volunteers, share this responsibility.

5.1. Board Members

- 5.1.1.** Demonstrate leadership in promoting a respectful, inclusive, and safe workplace culture.
- 5.1.2.** Ensures this policy is reviewed, updated, and communicated regularly.
- 5.1.3.** Ensuring investigations are conducted promptly and impartially when complaints are raised.
- 5.1.4.** Implements any corrective actions or recommendations arising from investigations.
- 5.1.5.** Ensures compliance with all applicable legislation, including the Occupational Health and Safety Act, Ontario Human Rights Code, and Municipal Act.

5.2. Chair

- 5.2.1.** Acts as the primary contact for receiving formal complaints involving Board members or staff.
- 5.2.2.** Ensure confidentiality and neutrality when overseeing complaints.
- 5.2.3.** Coordinates with investigators or external parties when required.
- 5.2.4.** Ensure that complainants and respondents are informed of processes and outcomes, as appropriate.

5.3. Board Members and Volunteers

- 5.3.1.** Must not engage in any form of abuse, violence, harassment, or reprisal.
- 5.3.2.** Are expected to model respectful behaviour at all times, in all Board-related settings.
- 5.3.3.** Must report any incidents they witness or experience to the Chair or designated authority.
- 5.3.4.** Are expected to cooperate in any investigation and maintain confidentiality.

5.4. Clerk or Secretary to the Board

- 5.4.1.** Maintains accurate and confidential records of all reported incidents.
- 5.4.2.** Assists in coordinating training and awareness initiatives related to this policy.

5.4.3. Supports the Board in ensuring policy implementation and procedural compliance.

5.5. Investigators (Internal or External)

5.5.1. Conduct investigations in a timely, impartial, and confidential manner.

5.5.2. Interview relevant parties and gather documentation as needed.

5.5.3. Provide a written report with findings and recommendations to the Chair or appropriate decision-making authority.

5.6. Complainants

5.6.1. Are encouraged to report concerns promptly and in good faith.

5.6.2. Should keep a record of incidents, including dates, descriptions, and witnesses if applicable.

5.6.3. Have the right to a fair process without fear of retaliation.

5.7. Respondents

5.7.1. Have the right to be informed of any allegations made against them.

5.7.2. Will be given an opportunity to respond to the allegations.

5.7.3. Must participate respectfully and truthfully in any resolution or investigation process.

6. Reporting and Resolution

6.1. Reporting an Incident:

6.1.1. Any individual who experiences or witnesses abuse, violence, harassment, or related misconduct in connection with Board activities is encouraged to report the incident as soon as possible.

6.1.2. Reports may be made verbally or in writing to the Chair of the Board or designate.

6.1.3. If the Chair is the subject of the complaint, the report must be directed to the Inspector General of Policing.

6.1.4. If the complaint involves policing personnel, it must be referred to the Ontario Provincial Police Professional Standards Bureau or the Law Enforcement Complaints Agency (LECA).

6.1.5. Where possible, reports should include:

- Date(s), time(s), and location(s) of the incident(s)
- Individuals involved
- Description of the events
- Names of any witnesses
- Supporting evidence, if available (e.g., emails, messages)

6.2. Investigation Process

6.2.1. Upon receiving a complaint, the Chair or designate will assess the jurisdiction and determine whether the Board has authority to investigate.

6.2.2. If jurisdiction exists, an impartial internal or external investigator will be appointed to lead a fair, timely, and confidential investigation.

6.2.3. The investigation will include interviews with the complainant, respondent, and any relevant witnesses, and a review of any supporting materials.

6.2.4. All individuals involved will be treated respectfully and have the opportunity to present their account of events.

6.3. Findings and Outcomes

6.3.1. The investigator will prepare a written report detailing the findings of fact and any recommendations for action.

6.3.2. The report will be submitted to the appropriate party as follows:

<u>Involved Party</u>	<u>Report Submitted To</u>
Board Member (not Chair)	Chair of the Board
Chair of the Board	Inspector General of Policing
Board Staff or Volunteers	Chair of the Board
Policing Personnel (e.g., OPP)	OPP Professional Standards Bureau or LECA

6.3.3. Based on the findings, appropriate actions may include but are not limited to:

- Verbal or written warnings or reprimands
- Removal from the Board or termination of employment/contract
- Mandated training or coaching
- Referral to law enforcement if criminal conduct is identified

7. Prevention and Education

- 7.1.** The Board is committed to preventing incidents of abuse, violence, and harassment through proactive education.
- 7.2.** Regular training will be provided to Board members, staff, and volunteers on how to identify, prevent, and respond to inappropriate conduct.
- 7.3.** The Board will conduct periodic risk assessments to identify potential hazards in the workplace (including virtual settings) and implement appropriate measures to mitigate them.

8. Confidentiality

All reports and investigations will be managed with strict confidentiality. Information will be shared only with those who need it to assess, investigate, or resolve the complaint, or to meet legal obligations. All parties are expected to maintain confidentiality throughout the process.

9. Non-Retaliation

No individual shall be subject to reprisal or retaliation for making a good faith report under this policy. Retaliation may include but is not limited to demotion, discipline, intimidation, or exclusion. Any act of retaliation will be considered a serious breach of this policy and subject to corrective action.

10. Policy Review

- 10.1.** This policy shall be reviewed annually by the full Sudbury East Detachment Board, at the first regular meeting of each calendar year, or more frequently as needed. The review will ensure compliance with the Occupational Health and Safety Act, Ontario Human Rights Code, and the Community Safety and Policing Act, 2019 and will assess the effectiveness of the policy and its procedures.

- 10.2.** As part of the annual review, the Board will also participate in a brief education and awareness session to reinforce understanding of the policy, promote a respectful workplace culture, and discuss any recent changes in legislation, best practices, or Board responsibilities.

11. Acknowledgment

All Board members, staff, contractors, and volunteers are required to sign an Acknowledgment Form confirming they have read, understood, and agreed to comply with the provisions of this policy.

SUDBURY EAST OPP DETACHMENT BOARD

**Abuse, Violence and Harassment
Acknowledgment Form**

I, _____ (*print full name*), hereby acknowledge that I have received, read, and understood the Sudbury East OPP Detachment Board's Abuse, Violence, and Harassment Policy.

I understand that this policy outlines the Board's expectations and procedures related to preventing and addressing abuse, violence, harassment, sexual harassment, and bullying in all Board-related activities and environments.

I acknowledge and agree that:

- I am responsible for complying with the policy in full;
- I will report any incidents of abuse, violence, or harassment that I witness or experience;
- I understand that any violations of this policy may result in corrective or disciplinary action, up to and including removal from the Board, termination of contract, or referral to appropriate authorities;
- I will not engage in or condone retaliation against any individual who reports a concern in good faith;
- I will maintain confidentiality during any investigation process to which I am a party or witness.

If I have any questions about the policy, I understand that I may direct them to the Chair of the Board or the Secretary.

Signature: _____

Date: _____

Position/ Title: _____

Witnessed by: _____ (Print Name)

Signature of Witness: _____

Date: _____

APPENDIX “B”

SUDBURY EAST 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.