



Corporation of the County of Essex Workplace Violence and Harassment Policy Statement

The Corporation of the County of Essex (the "**County**") is committed to the prevention of workplace violence and harassment and providing a work environment in which all individuals are treated with respect and dignity.

The County, CAO, and County Council will take every precaution reasonable in the circumstances to protect its employees from workplace violence and harassment from all sources including customers, clients, other employers, managers, supervisors, employees, and members of the public, as applicable. This Workplace Violence and Harassment Policy Statement (the "**Policy Statement**") along with the County's policies and procedures related to the *Occupational Health and Safety Act* ("*OHSA*") must be consulted whenever there are concerns about workplace violence and harassment.

"Workplace Harassment" means:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, that is known or ought reasonably to be known to be unwelcome, or
- (b) workplace sexual harassment;

"Workplace Sexual Harassment" means:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, 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 in a position 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.

"Workplace Violence" means:

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,

(b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,

(c) 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.

This Policy Statement is supported by a Workplace Violence and Harassment Policy and Program. It outlines measures and procedures designed to protect employees from workplace violence and harassment. This includes but is not limited to a process for employees to report incidents and concerns and a means to summon immediate assistance if required.

The County, as the employer, will ensure this Policy Statement and the supporting policy and program are implemented and maintained. All managers, supervisors, and employees will receive the appropriate training.

Employees are encouraged to report any incident of workplace violence or harassment to the County of Essex, Human Resources Department.

Management will investigate and handle all complaints or incidents of workplace violence and harassment in a fair, respectful, and prompt manner. Information in relation to an incident or complaint will not be disclosed except in circumstances to protect employees, to investigate the complaint or incident, to take corrective action, or as otherwise required by law.

Managers, supervisors, and employees are expected to adhere to this policy and will be held accountable by the employer for not following it. Employees will not be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace violence or harassment.

Employees who require assistance may contact the Human Resources Department, the Joint Health and Safety Committee (JHSC) or Health and Safety Representative, their Union, or the Employee Assistance Program.

Hilda MacDonald
Essex County Warden

Sandra Zwiers, MAcc, CPA, CA
Chief Administrative Officer

References

[Workplace Violence and Harassment Policy and Program](#)

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