

 COMPANY POLICY	Policy Number Pol/02/202007		Approved By: Richard Florizone
	Title IISD Workplace Violence Prevention Policy and Program		
Division IISD, IISD Europe & ELA	Department Human Resources	Revision Revised V.2 Sept 11, 2022	Distribution IISD, IISD Europe & ELA
Written By Human Resources	Reviewed By Senior Management Committee		

IISD Workplace Violence Prevention Policy and Program

Purpose

IISD is committed to providing and maintaining a safe, healthy, and respectful work environment, free from violence, including domestic violence, sexual violence, and third-party violence. This policy and program aim to prevent workplace violence, respond to situations in which violence has occurred, and importantly, support victims of violence, including domestic violence, sexual violence, and third-party violence.

This policy and program apply to all employees where IISD is registered as a company. If a specific IISD jurisdiction is not indicated below, it should follow the local legislation.

Persons Affected

- All employees, affiliates, contractors, Board Members, and volunteers
- President and CEO
- Director, Talent and Culture
- Health and Safety Committee(s)
- Any visitors to IISD offices and ELA

Policy and Program

IISD does not tolerate violence or threats in the workplace by or against employees, visitors, volunteers, customers, clients or other third parties. In the event of an incident or threat of violence perpetrated by an employee, IISD will investigate in a fair and timely manner and take disciplinary action against the employee, up to and including immediate discharge for just cause.

This policy and program apply to all employees where IISD is registered as a company, either in the workplace or at any location or any event related to work, including:

- a. While working remotely or from home;
- b. While on travel status;
- c. At a conference where IISD sponsors the attendance;

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- d. At the IISD sponsored training activities or sessions;
- e. At IISD sponsored events, including social events, and
- f. When using communication technologies when there is a connection to the workplace or employment conditions.

This policy and program apply to all workplace violence incidents, including sexual violence, domestic violence, and third-party violence.

This policy and program support human rights, labour and employment, and occupational health and safety legislation and regulations, and will be interpreted in accordance with all local laws.

IISD, in consultation with the Workplace Health and Safety Committee(s) (or Joint Health and Safety Committee, in the case of Ontario), the workplace safety and health representative(s), or where there is no committee or representative, the workers of the workplace, will assess the risk of violence to a worker at the workplace. Where an incident of violence has occurred, or a risk of violence has been identified through a workplace risk assessment, this policy and program shall be updated to include a description of:

- Any particular worksite at the workplace where an incident of violence has occurred or may reasonably be expected to occur.
- Any particular job functions at the workplace where the worker performing the functions has been, or may reasonably be expected to be, exposed to incidents of violence.
- The measures that IISD must implement to eliminate the risk of violence to a worker at the workplace or to control that risk if it is not reasonably practicable to eliminate it.

This policy and program are not intended to discourage or prevent a complainant from exercising any other rights, actions, or remedies that may be available to them under any other law or policy and program.

Definitions

“Employee” refers to any part-time, full-time, casual, or temporary employee of IISD, as well as any individual who would be considered a “worker” for the purpose of the applicable occupational health and safety legislation.

“Workplace” means any land, place, location, or thing at, upon, near, or in where business or work-related activities are conducted. It includes, but is not limited to, the physical work

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premises (offices or camps), home office (remote), work-related social functions (parties, external events), work assignments outside of IISD’s offices or camps, work-related travel, and work-related conferences or training sessions.

In Manitoba, “**violence**” is defined in the *Workplace Safety and Health Regulation, 217/2006* as:

- a) The attempted or actual exercise of physical force against a person.
- b) Any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against the person.

In Ontario, “**workplace violence**” is defined in the Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (“OHS”) as:

- 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 is reasonable for a worker to interpret as a threat to exercise physical force against the worker and that could cause physical injury to the worker.

Violence can include but is not limited to the following acts or attempted acts:

- Verbal threats or intimidation
- Verbal abuse, including swearing or shouting offensively at a person
- Contact of a sexual nature
- Kicking, punching, scratching, biting, squeezing, pinching, battering, hitting, or wounding a person in any way
- Attack with any type of weapon
- Spitting at a person

In Ontario, “**threat**” is defined in OHS as the implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety.

“**Domestic Violence**” is described as a range of behaviours or actions taken by a person to control and dominate another person. Domestic violence is characterized by abusive, coercive,

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forceful, or threatening acts or words used by one member of a family, household, or intimate relationship against another.

Domestic violence can include, but is not limited to any of the following forms:

- Using property, pets, or children to threaten and intimidate,
- Stalking, verbal abuse, and use of electronic devices and technology to control or abuse
- Threatening deportation if the victim was sponsored,
- Economic abuse such as withholding or stealing money, stopping a partner from reporting to work, or from getting or keeping a job, or
- Physical, emotional, sexual, or spiritual neglect.

The definition of domestic violence used in this policy and program may differ from that used by other organizations and agencies. Other commonly used terms to describe similar behaviours include family violence, intimate partner violence, and spousal violence.

“Sexual Violence” is any sexual act, act of a sexual nature, or act targeting sexuality—physical or psychological—that is committed without consent. It includes, but is not limited to sexual assault, stalking, sexual harassment, indecent exposure, voyeurism, and distribution of intimate images, including video. Sexual violence also includes inducing intoxication, impairment, or incapacity for the purpose of making another person vulnerable to non-consensual sexual activity, and other analogous conduct.

“Minor Incident” means an incident in which no one is physically harmed in any way, and which was resolved through employee or supervisory intervention or mediation.

“Serious Incident” means an incident in which someone was physically harmed, whether requiring medical attention or not or which continued or escalated after supervisory intervention or mediation.

In Switzerland, an employer must respect and safeguard the employee’s individuality, pay due regard to the employee’s health, and care for the preservation of morality. This general obligation includes the duty to refuse violence at the workplace and to take all appropriate measures to ensure that any incident involving any form of violence is duly investigated and that appropriate sanctions are implemented with a view to reducing the risk of repetition of such incidents.

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Roles and Responsibilities

Employer

- Take every precaution reasonable in the circumstances to protect workers from the hazards of workplace violence at its offices, field stations, and work-related events.
- Take every precaution to protect workers who fall under the protected grounds as listed in all provincial and national legislation where IISD has offices and field stations.
- Provide information and instruction to employees about the contents of the Workplace Violence Prevention Policy and Program.
- Ensure that a workplace violence assessment is conducted, to develop procedures that address workplace violence risks identified in the workplace violence assessment.
- Ensure that a copy of the Workplace Violence Prevention Policy and Program is posted in a conspicuous location.
- Develop procedures to address the risks that are identified by the Joint Health and Safety Committee.
- Ensure that all reported instances of workplace violence are investigated in a fair and timely manner and that the appropriate corrective actions are taken, if any.
- Ensure that the Workplace Violence Policy and Program are reviewed as often as necessary, but at least annually.
- If the employer becomes aware, or ought to be reasonably aware, that domestic violence would likely expose a worker to physical injury or may occur in the workplace, the employer will take every precaution reasonable in the circumstances to protect the worker.
- A Human Resources Generalist and/or the Director of Talent and Culture will log all violence complaints with the corrective action taken for each complaint.
- It is the employer's duty to notify the Ministry of Labour when a person is critically injured or killed in a workplace including situations when the cause is workplace violence.
- **Always contact the police first in emergency situations if threats or actual violence occurs at a workplace.**

Employees

- Take every reasonable precaution to ensure that the workplace remains free of violence, including domestic violence.
- Comply with the IISD Workplace Violence Prevention Policy and Program.
- Participate in training regarding this policy and program.

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- Become familiar with the Occupational Health and Safety Act of their province or country.
- Promptly report all occurrences of violence to their supervisor or manager, the President and CEO, or the Director, Talent and Culture when they experience or witness it.
- Cooperate in any investigation process related to an occurrence.
- Refrain from retaliatory behaviour against the principal party, responding party, witnesses and any other individuals who are involved in the resolution process of an occurrence.
- Respect the confidentiality of the information shared throughout the resolution process of an occurrence.

Human Resources (HR)

- Investigate and deal with all incidents of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as reasonably possible.
- Reinforce the organization's commitment to providing a safe and healthy workplace free from violence, including sexual violence and domestic violence.
- Provide online training to all employees on violence prevention and resort to corrective and disciplinary measures where necessary.
- Provide a copy of this policy and program to all new hires, visitors, interns, students, contractors, and clients who visit our offices and the ELA field station.
- The policy and program are provided to and reviewed with each new employee and will be available on the IISD Intranet and IISD external website for future access. There will be a refresher every 2 years for existing staff and board members.

Supervisors and Managers

- Take every precaution reasonable in the circumstances to protect employees, including protecting employees from the hazards of workplace violence including domestic violence at the workplace.
- Ensure employees are trained to:
 - Recognize the potential for violence
 - Follow the procedures and policies developed to minimize risk
 - Respond to incidents appropriately
 - Report and document such incidents
- Advise employees of the existence of any actual or potential danger to the health or safety of the workers, including hazards of workplace violence, of which the supervisor or manager is aware

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- Ensure that all instances of workplace violence are investigated and reported to the Health and Safety Committee and HR.
- If the supervisor or manager becomes aware that violence including domestic violence may occur in the workplace, the supervisor or manager will take every precaution reasonable in the circumstances to protect the worker.
- Ensure proper medical care is provided for anyone involved in an incident and for securing the safety of employees before investigating the incident or taking reports.
- Cooperate with police, company investigators, or other authorities as required during any investigation related to workplace violence.

Procedures

Identification of risks

IISD will assess the risks of workplace violence that may arise from the nature of the workplace, the type of work, or the conditions of workplace and employment,

IISD will advise the Joint Health and Safety committee of the results of this assessment in a written report. IISD will address the findings contained in the report.

Emergency Assistance

In the event that immediate assistance (for example police, medical or fire) is required due to a workplace violence incident that has occurred, or is likely to occur, the local emergency response protocol will be followed.

Complaints & Investigation

Unless otherwise prohibited by law, the duty to inform a worker about the risk of violence includes a duty to provide any information in IISD's possession, including personal information, related to the risk of violence from persons who have a history of violent behaviour and who workers are likely to encounter in the course of their work. Any personal information provided pursuant to this duty must be the minimum amount necessary to accomplish the purpose.

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Each and every incident of violence in the workplace shall be reported immediately to the employee's supervisor or, if the employee's supervisor is the perpetrator of violence or threat, to a member of the Health and Safety Committee and HR. The supervisor shall investigate the incident immediately. The Violent Incident Investigation Checklist may be used to ensure a proper investigation of any reported violent incident.

- The supervisor shall immediately make the appropriate inquiries of the victim and/or witnesses to determine if the incident is minor or serious.
- The supervisor must take any appropriate measures toward the perpetrator, which may include immediate suspension and an obligation to stay at home while the initial inquiries are carried out.
- If the incident is minor:
 - The supervisor will determine if mediation is appropriate and, if so, mediate or arrange for mediation of the situation.
 - Conduct the appropriate investigation immediately.
 - Within a reasonable period of time, write a report outlining the details, facts, and witnesses of the incident, including whether this policy and program has been breached, and submit the report to the Managing Director, the Health and Safety Committee and HR. If the assailant is an employee, the supervisor shall apply appropriate disciplinary measures, if necessary, based on the facts of the incident and the assailant's employment record.
- If the incident is serious, the supervisor must:
 - First, ensure the safety of employees and themselves.
 - Ensure proper medical treatment is provided or sent for.
 - Contact the authorities as soon as possible to report the incident.
 - Contact the President and CEO, the Health and Safety Committee and HR as appropriate to assess who should be involved in the investigation.
 - Conduct a thorough investigation, keeping detailed notes of facts, times, witnesses, and witness accounts.
 - Within a reasonable period of time after the completion of the investigation, write and submit a detailed report of the incident to the President and CEO, the Health and Safety Committee and HR, and any other parties required by law.
 - Consult with the President and CEO and HR regarding any disciplinary action to be applied.

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- With respect to an incidence of violence, IISD must not disclose the name of a complainant, nor the circumstances related to the complaint to any person, other than where the disclosure is:
 - Necessary in order to investigate the complaint
 - Required in order to take corrective action in response to the complaint
 - Required by law.
- The personal information that is disclosed as permitted in the above with respect to a violent incident must be the minimum amount necessary for the purpose.

In Ontario, a violent incident involves a “critical injury” if:

- A worker is killed
- An injury is of a serious nature that:
 - Places life in jeopardy
 - Produces unconsciousness
 - Results in substantial loss of blood
 - Involves the fracture of a leg or arm but not a finger or toe
 - Involves the amputation of a leg, arm, hand, or foot but not a finger or toe
 - Consists of burns to a major portion of the body
 - Causes loss of sight in an eye.

The accident scene must be sealed off immediately and nothing within the scene disturbed except for the purpose of saving a life, relieving human suffering, or preventing unnecessary damage to equipment or other property until the scene is released by the Ministry of Labour.

The following must be notified within the time period shown and, in the manner, set out opposite their title:

- [Ministry of Labour, Health and Safety Inspector](#)– immediately by telephone, facsimile, or other direct means.
- Joint Health and Safety Committee (“JHSC”) – immediately by telephone, facsimile, electronic communication, or other direct means.
- [Ministry of Labour, Training and Skills Development](#) – within 48 hours after the occurrence by a written report in the manner prescribed by the OHSA.

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In the event of workplace violence where a worker, visitor, or other person is disabled or requires medical attention, and there is no critical injury, the following shall be notified in writing within the time period shown and, in the manner, set out opposite their title:

- [Ministry of Labour, Health and Safety Director](#) – if required by an Inspector, within four days of the occurrence; in writing, containing such information and particulars as are prescribed.
- JHSC – within four days of the occurrence; in writing, containing such information and particulars as are prescribed.

In Manitoba, if the incident of violence involves:

- A worker who is killed.
- A worker who suffers:
 - An injury resulting from electrical contact
 - Unconsciousness as the result of a concussion
 - A fracture of their skull, spine, pelvis, arm, leg, hand, or foot
 - Amputation of an arm, leg, hand, foot, finger, or toe
 - Third-degree burns
 - Permanent or temporary loss of sight
 - A cut or laceration that requires medical treatment at a hospital as defined in The Health Services Insurance Act (Manitoba)
 - Asphyxiation or poisoning.
- The collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system, or excavation.
- An explosion, fire, or flood, an uncontrolled spill or escape of a hazardous substance.
- The failure of an atmosphere-supplying respirator.

The area where the incident occurred must be preserved in accordance with the relevant workplace safety and health legislation, and the President and CEO shall immediately notify the [Manitoba Workplace Safety and Health](#) and/or other authorities, as necessary, of the time, place, and nature of the incident.

The sealed area must remain sealed unless otherwise directed by the provincial regulator or law enforcement agency.

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IISD recommends that any employee who has been harmed as the result of a violent incident at the workplace consult their healthcare provider for treatment or referral for post-incident counselling through the confidential Employee Assistance Program, if appropriate.

Protection against reprisal

Retaliations or reprisals are prohibited against any individual who has complained in good faith under this policy and program or has provided information regarding a complaint. Any retaliation or reprisals are subject to immediate corrective action, up to and including termination. Alleged retaliation or reprisals are subject to the same complaint procedures and penalties as complaints of violence.

Privacy protection

To ensure that no individual finds it difficult to come forward because of confidentiality concerns, all complaints under this policy and program, as well as the names of the parties involved, shall be treated as confidential to the extent possible. IISD will not disclose the name of a complainant or an alleged assailant or the circumstances related to the complaint to any person except where disclosure is either (i) necessary to investigate the complaint or take corrective action with respect to the complaint, or (ii) required by law. IISD's obligation to conduct an investigation into the alleged complaint may require limited disclosure.

How to Report Misconduct Anonymously

In situations where you prefer to place an anonymous report in confidence, you are encouraged to use the Ethics hotline, Ethics Point, hosted by a third-party hotline provider, NavEx Global.

You may use any of the following three methods to submit a report:

1. Select the “**Make a Report**” link on the [EthicsPoint web page](#). The web page is hosted on a third-party server and therefore is completely confidential.
2. Dial toll-free, within the United States, Canada, and Switzerland:

Toll-free Hotline Number:

Canada & US: 1-(844) 955-1643

Switzerland: From an outside line, dial 0-800-890011 then at the prompt dial (844) 955-1643

3. Use the [NavEx mobile app](#).

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Summoning Immediate Assistance

Where an incident of violence occurs or is likely to occur, help should be summoned by calling 911 in Canada. In Geneva, call the security desk at +41 22 917 8462 or the European Emergency number, 112.

Forms

Workplace Violence Investigation Checklist

Approved by:



Richard Florizone
 President and CEO
 IISD

Revision History

Revision #	What was changed	Why was it changed	Date/Approved By
1.0	Toll-free number was removed, and Jane MacDonald was replaced by Richard Florizone as the point of contact. The reporting process related to the Ethics hotline was added.	Richard Florizone is the new President and CEO of IISD. IISD collaborated with NavEx Global and introduced a third-party ethics hotline to report anonymously. This ethics hotline is available for internal and external stakeholders.	September 11, 2020

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2.1	<p>Included workplace domestic violence and sexual violence.</p> <p>Included Violence prevention program in addition to the policy and program to be compliant with the Health and Safety legislation in different provinces.</p> <p>Added protection against reprisal and privacy protection</p> <p>Created Workplace Violence Investigation Checklist form</p>	<p>Review done in accordance with Health & Safety legislation in different provinces.</p>	<p>Sept 11, 2022</p>
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Review of Policy and program

This policy and program will be reviewed by the Audit Committee every other year, at a minimum, or sooner if warranted by internal or external events. Changes to the policy and program will be recommended by the Audit Committee to the Board of Directors or Senior Management.