 <b>IISD</b> International Institute for Sustainable Development  <b>COMPANY POLICY</b>	Policy Number <b>Pol/02/202007</b>		Approved By: <b>Richard Florizone</b>
	Title <b>IISD Workplace Violence Policy</b>		
Division <b>IISD, IISD Europe &amp; ELA</b>	Department <b>Human Resources</b>	Revision <b>Revised V.1  Sept. 11, 2020</b>	Distribution <b>IISD, IISD Europe &amp; ELA</b>
Written By <b>Human Resources</b>	Reviewed By <b>Senior Management Committee</b>		

## IISD Workplace Violence Policy

### Purpose

This policy establishes procedures to minimize and/or prevent violence in the workplace and to foster the safety and security of IISD employees, and visitors to our offices.

This policy applies 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

### Policy

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

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 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.

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- 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.

A copy of this policy shall be provided to each new employee as part of the employee’s hiring documentation and orientation.

This policy shall be reviewed after any serious incident or at least annually, whichever is earlier.

This policy is not intended to discourage or prevent a complainant from exercising any other rights, actions, or remedies that may be available to him or her under any other law or policy.

## Definitions

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


The attempted or actual exercise of physical force against a person.

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 (“OHSA”) as: \* The use, or attempted use, of physical force against a worker that could cause physical injury. Workplace violence also includes a statement or behaviour that a worker could reasonably interpret as a threat to use physical force against him or her that could cause physical injury.

In Ontario, “**threat**” is defined in OHSA 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.

“**Workplace**” means in or on the property of IISD or away from IISD property if the employee is engaged in work-related activities.

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“**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 of reducing the risk of repetition of such incident.


## Responsibilities

### Employees

- Employees are responsible for informing their supervisors of any violence they experience or witness. This includes issues in the employee’s non-work life that may have an impact on the employee’s or his or her co-workers’ safety at the workplace.
- Employees are responsible for reporting to their supervisors any incidents of violence according to the procedures set out in this policy.
- Employees are responsible for attending any training or information sessions provided by IISD to reduce violence or risks of violence.

### Supervisors

- Supervisors are responsible for assessing the risk of violence to employees in their jurisdiction, minimizing those risks where necessary or reasonably possible, and informing any affected employee of such risk or potential risk.
- Supervisors are responsible for ensuring employees are trained to:
  - Recognize the potential for violence
  - Follow the procedures and policies developed to minimize risk
  - Respond to incidents appropriately

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- Report and document such incidents.
- Supervisors are responsible for tracking and reporting risks of violence, violent incidents, and close calls to management and the Health and Safety Committee according to the timelines set out in the procedures. The Violent Incident Report Form is used for this purpose.
- Supervisors are responsible for ensuring 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.
- Supervisors are responsible for co-operating with police, company investigators, or other authorities as required during any investigation related to workplace violence.

The Senior Director of each program shall initiate a process to involve supervisors, employees, and the Health and Safety Committee in assessing the risk of violence in the program and work environment on a periodic basis and, in any event, after an incident of violence has occurred in the workplace. The process shall include identifying appropriate actions to remove or reduce as many risks as can be reasonably removed/reduced and informing employees about the nature and extent of the risk of violence to them in the workplace. The risk assessment shall be reviewed at least annually.


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.

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. 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.

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- The supervisor must take any appropriate measures toward the perpetrator, which may include immediate suspension and 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 has been breached, and submit the report to the Managing Director and the Health and Safety Committee. 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 him/herself.
  - 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 and Health and Safety Committee 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 Health and Safety Committee, the President and CEO, and any other parties required by law.
  - Consult with the President and CEO regarding any disciplinary action to be applied.
- 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.

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

- Ministry of Labour 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 Safety – within 48 hours after the occurrence by written report in the manner prescribed by the OHSA.

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 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.

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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 his or her 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 Manitoba's *The Health Services Insurance Act*
  - 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 appropriate authorities for health and safety 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.

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

The policy is provided to and reviewed with each new employee and will be available on the Intranet for future access.

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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](#).

### 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.

Approved by:



Richard Florizone  
 President and CEO  
 IISD



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#### Revision History-

Revision #	What was changed	Why was it changed	Date/Approved By
1	<p>Toll free number was removed, and Jane MacDonald was replaced by Richard Florizone as the point of contact.</p> <p>The reporting process related to the Ethics hotline was added.</p>	<p>Richard Florizone is the new President and CEO of IISD.</p> <p>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.</p>	September 11, 2020