

First Narayever Congregation
Workplace Violence Policy
DATED: MARCH 12 2018

The First Narayever Congregation (“FNC”) is committed to the prevention of workplace violence and is ultimately responsible for employee health and safety. We will take whatever steps are reasonable to protect our employees from workplace violence from all sources.

“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, and

(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.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to all FNC congregants, visitors, guests, employees (including full-time, part-time, and casual or temporary employees), contract or commission workers, the full-time rabbi, members of the Board of Governors (the “Board”), volunteers, shinshinim, and vocational and work experience placements. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

FNC, as the employer, will ensure this policy and program are implemented and maintained and that all of us at FNC have the appropriate information and instruction to protect against violence in the workplace. FNC will also assess the risk of workplace violence and implement measures to protect workers from that risk.

Every one of us must work in compliance with this policy and program. Everyone is encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. There will be no negative consequences to anyone for reports or concerns raised in good faith.

Locations and situations where behaviour will be subject to this Policy include, but are not limited to:

- FNC premises;
- FNC-related functions, including social functions and celebrations, whether on- or off-site;

- in the course of work-related assignments outside of FNC facilities;
- during work-related travel;
- at work-related conferences or training sessions; and
- in communications involving one or more employees that arise out of the workplace or using FNC equipment. Such communications may be by telephone or other means of electronic written communication including, but not limited to, e-mail, voicemail, internet, fax and/or text messaging.

If a violent incident occurs at or in one of the above-listed locations or situations, the police must be contacted immediately.

In addition, the incident or threat must be reported to FNC's Rabbi and/or a member of the FNC Board of Directors as soon as possible under the circumstances. The Rabbi and any member of the FNC Board of Directors who is aware of a violent incident or threat occurring at or in one of the above-listed locations or situations shall report the matter to President of FNC or, where that person is involved in the incident or threat, the Treasurer, and shall ensure that any external reporting requirements under the *Occupational Health and Safety Act* are complied with.

FNC will investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible, while conducting a fair investigation and meeting our obligations under the *Occupational Health and Safety Act*.

Incidents and complaints about violence or threats will be investigated and/or dealt with in an appropriate manner, having regard to the particular circumstances. In general, however, the process will include obtaining a written and verbal report from the individual complaining, obtaining a response from the respondent(s), and obtaining information from witnesses, if any, where such information can assist in clarifying disputed versions of events and resolving the matter.

Reprisals against a person for raising a concern or complaint under this policy are strictly prohibited and will not be tolerated. FNC will take every precaution reasonable in the circumstances to protect the safety of the person raising the concern during and following the investigation.

Following investigation, the complainant and the respondent will be advised of the outcome. FNC's Workplace Discrimination, Harassment, Sexual Harassment and Bullying Policy should be consulted whenever there are concerns about harassment in the workplace.