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| <b>Atikokan Literacy Incorporated</b><br><b>ADULT LEARNING CENTRE</b><br><b>Health and Safety</b><br><b>Policy/Procedure</b> |
| <b>Health, Safety and Workplace Violence</b>   |
| APPROVED BY: Atikokan Literacy Incorporated Board of Directors   |
| DATE: June 4, 2015 (R)   |
| DISTRIBUTION:<br>Staff, Board<br>Learners  |

**Policy:**

The Atikokan Literacy Incorporated Board of Directors shall be responsible for the Health, Safety & Workplace Violence Policy.

Atikokan Literacy Incorporated is committed to a safe work environment free from violence or threat of violence. The Executive Director shall be responsible for the implementation and oversight of the Health, Safety & Workplace Violence Policy.

**Procedures:**

1. Atikokan Literacy Incorporated complies with the Ontario Health & Safety Act. ([http://www.e-laws.gov.on.ca/html/statues/english/elaws\\_statutes\\_90o01\\_e.htm](http://www.e-laws.gov.on.ca/html/statues/english/elaws_statutes_90o01_e.htm))
2. Health and Safety is the responsibility of all Atikokan Literacy Incorporated staff, students and volunteers.
3. All issues of health, safety and workplace violence issues and concerns must be reported to the supervisor and/or the Executive Director immediately.
4. Any act of violence is unacceptable.
5. Violence is defined as behavior which is intended to hurt or injure another person(s) or cause intentional damage to property.
6. Behaviour that may constitute violence, or threat of violence, includes but is not limited to:
  - Physical abuse;
  - Sexual assault/abuse
7. Individuals who feel they are victims of workplace violence should immediately make their situation known to their supervisor/Executive Director.
8. The supervisor shall:
  - Ensure the victim has received appropriate medical care as needed.
  - Document and maintain a record of the incident and follow the procedure outlined in the Atikokan Literacy Incorporated Incident Reporting policies.

9. Any employee who has violated the Policy will be disciplined according to the severity of the actions, up to and including dismissal.