

# Prevention of Workplace Violence Policy

POLICY #PC-02-21

FINAL

## APPLICATION & SCOPE

This Policy applies to all OLG work sites and OLG work related activities.

This Policy applies to all employees, consultants, and contract staff during the course of their employment and employment related activities. It also applies to our visitors and guests as well as those who OLG employees work with.

## POLICY STATEMENT

Ontario Lottery and Gaming Corporation (OLG) is committed to providing a safe, healthy and supportive work environment free of workplace violence. Violence in the workplace is unacceptable in any form and from any source and each employee has an obligation to do their part to ensure the workplace is safe and healthy.

OLG will take all reasonable measures for the prevention of workplace violence and to identify and assess all potential sources of workplace violence that may arise based on the nature of the workplace, the type of work conducted in the workplace and the conditions of work, in order to eliminate or minimize such risks.

Workplace Violence as per the Occupational Health and Safety Act is defined as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or
- 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.

## REQUIREMENTS

1. All reasonable measures are taken to support the objective of a safe and violence-free workplace from any source, including incidents of violence that would likely expose an employee to physical injury while at work, including domestic violence that is known to OLG.
2. Incidents and complaints of workplace violence will be promptly and thoroughly investigated and appropriate corrective and/or disciplinary steps will be taken to address confirmed incidents of workplace violence.
3. Employees at all levels are responsible for complying with this Policy and for preventing workplace violence and reporting acts or suspected acts of violence in the workplace. All individuals covered under this Policy are personally accountable and responsible for enforcing this Policy and are expected to make every effort to prevent violent behaviour and to intervene immediately if they observe a problem or if a problem is reported to them. Individuals are not expected to involve themselves in dangerous or unsafe situations. Intervention can include reporting such incidents to a supervisor or manager.
4. Risk assessments are conducted as required and identified risks will be addressed promptly and thoroughly.
5. Retaliation against any employee for bringing forward a complaint under this Policy in good faith is strictly prohibited.
6. Employees will receive training on this Policy and Program, and as required, on the measures put in place to minimize the risks of workplace violence.
7. The Policy and Program will be implemented consistently and maintained and updated as required.

## RELATED PROGRAM

The Prevention of Workplace Violence Procedure made in support of this Policy outlines how OLG implements this policy and includes the following information:

- Duties and responsibilities of management and non-management employees in support of the Policy and Program
- Measures and procedures to control the risks identified in the workplace violence assessment
- Emergency response measures, including procedures for summoning immediate assistance
- Reporting and investigation procedures
- Measures and protocols on the duty to provide information related to a risk of workplace violence
- Information and instruction on this Policy and Procedure

## RELATED POLICY DOCUMENTS

- Prevention of Workplace Violence Procedures

## RELATED LAW

- Occupational Health and Safety Act, R.S.O. 1990, c. O.1

## POLICY OWNER

SVP, People & Culture

## POLICY APPROVAL

Approver	Date
Senior Vice President, People and Culture	March 15, 2021
Board of Directors	November 25, 2020

## REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
May 17, 2024	Policy Services	<ul style="list-style-type: none"><li>▪ Updated template</li><li>▪ Supersedes Prevention of Workplace Violence Policy #OHS-GNSF-008</li></ul>