

## **Workplace Violence Program**

FilmOntario is committed to the prevention of workplace violence and is ultimately responsible for worker and health and safety. Workplace violence is defined as the exercise or attempted exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker, or a statement or behaviour that 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.

## **Measures and Procedures to Control the Risks of Workplace Violence**

The FilmOntario office is located within the offices of ACTRA Toronto. Key card access is required to enter the office area at all times of the day.

The reception area is only accessible to members of the general public during regular business hours (9am – 5pm). Visitors are announced by receptionist.

Key card access is required to enter the building and elevators outside of regular business hours.

## **Measures and Procedures for Summoning Assistance**

The FilmOntario office is positioned within calling distance of ACTRA Toronto staff and work stations. There is a telephone in the FilmOntario office to summon outside or emergency assistance.

For off-site business, the Managing Director is equipped with a cell phone.

## **Reporting and Investigations**

It is the Managing Director's responsibility to report all instances of workplace violence to the FilmOntario Board Co-Chairs. These reports should include the following information:

- date and time of the incident
- location of the incident
- details of the incident
- names of the workers and others involved in or witness to the incident

If it is inappropriate to make a report to the Board Co-Chairs, then the report should be made to other members of the FilmOntario Board Executive, then to other members of the FilmOntario Board.

Incidents that result in physical injury or harm will be reported to the appropriate external authorities (police, WSIB, Ministry of Labour). The Managing Director and the Co-Chairs will determine if it is necessary to report other incidents to external authorities.

Reports that are made in good faith will not be penalized.

Incidents that are not reported to external authorities will be investigated as quickly as possible. The Board Co-Chairs (or other Board members that receive the report) will have discretion to determine whether a third-party investigator will be engaged. The information that is collected during the course of the investigation will be restricted to information that is related directly to the incident and will only be disclosed to those involved in or affected by the incident.

The results of the investigation will be shared only with those involved in or affected by the incident. The Board Co-Chairs (or other Board members that receive the report) will have the discretion to determine what corrective actions, if any, are required, based on the results of the investigation.

All records related to the incident and the investigation will be maintained in confidence by the Managing Director in the FilmOntario offices for a period of at least one year.

Approved by FilmOntario Board of Directors.

July, 2018.