



KINGSTON POLICE SERVICE BOARD

Workplace Violence Prevention (AI-007)

Adopted: January 29, 2026 (Res. 26-06)

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Occupational Health and

Safety Act, 1990.

Community Safety and Policing Act, 2019.

1. Policy Statement

The Kingston Police Service Board (the Board) is committed to providing a work environment that encourages mutual respect and preserves personal dignity. The Board recognizes that its members have the right to work in an environment free from discrimination, harassment, and violence. The Board recognizes that unwanted behaviours in the workplace must be addressed early to minimize the potential for workplace harassment and workplace violence. Workplace violence and harassment is serious conduct that may constitute a violation of Canada's Criminal Code and/or the Ontario Human Rights Code.

2. Board Policy

The objective of workplace violence prevention is to ensure that employees have and feel they have a safe working environment, both physically and psychologically.

Where workplace violence occurs, or the threat of violence exists, it must be effectively investigated and appropriately addressed.

To this end, it is the policy of the Kingston Police Service Board with respect to workplace violence prevention that the Chief of Police will:

- a) Prepare and maintain written procedures with respect to workplace violence, and develop and maintain a program to implement the policy, in accordance with the OHSA;

- b) Establish and maintain written procedures on responding to and preventing violence in the workplace;
- c) Ensure that a workplace violence and harassment risk assessment is undertaken. This assessment shall consider the risks of workplace violence and harassment that may arise from the nature of the workplace, the type of work or the conditions of work;
- d) Ensure that all officers receive training on workplace violence prevention, which includes training on diversity and human rights, the Police Service's policies and procedures in relation to reporting and addressing workplace discrimination, violence and harassment are reviewed by all members;
- e) Ensure that the right to refuse work is subject to section 43(1) and 43(2) (a) of the Ontario Occupational Health and Safety Act, which stipulates that anyone employed in a police service cannot assert the right to refuse to work when the particular job or task is inherent in the employee's work; is a normal condition of the member's employment; or when a refusal to work would directly endanger the life, health or safety of another person;
- f) Take every precaution reasonable for the protection of a member if a person in authority becomes aware, or ought reasonably to be aware, of domestic violence that would likely expose a worker to physical injury that may occur in the workplace; and,
- g) Ensure that the disclosure of personal information related to a risk of workplace violence discloses no more than is reasonably necessary to protect the member from physical injury. Any disclosure of personal information shall be in compliance with the provisions of the *Community Safety and Policing Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

"Original signed by Chair"

Chair

"Original signed by Administrator"

Administrator