

## THE INCORPORATED SYNOD OF THE DIOCESE OF OTTAWA WORKPLACE VIOLENCE POLICY

The Incorporated Synod of the Diocese of Ottawa (the Synod) is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. The Synod will take whatever steps are reasonable to protect all workers and volunteers from workplace violence from all sources.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to not only employees of the Synod but also all volunteers. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

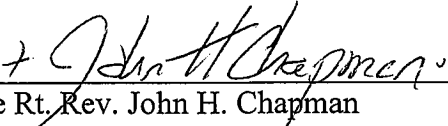
The Synod, as the employer, will ensure that this policy and the supporting program are implemented and maintained and that all workers have the appropriate information and instruction to protect them from violence in the workplace.

Those in supervisory roles will adhere to this policy and the supporting program. They are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

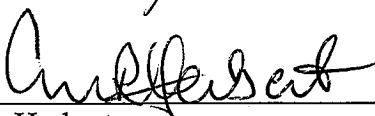
Every worker must work in compliance with the policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. The Synod will ensure that there will be no negative consequences of any sort for reports made in good faith.

The Synod pledges to investigate and deal with all concerns, complaints or incidents of workplace violence in a process that is timely and fair to all, respecting the privacy of those involved to the greatest extent possible.

Signed on December 8, 2011 on behalf of The Incorporated Synod of the Diocese of Ottawa:

  
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The Rt. Rev. John H. Chapman

Bishop of Ottawa

  
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C. Michael R. Herbert

Director of Financial Ministry