



Manitoba Inuit Association

Inuit Association of Manitoba



1000 Notre Dame Avenue Winnipeg Manitoba R3E 0N3

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## **MIA Violence Prevention Policy (Draft)**

### **Our Commitment**

At the Manitoba Inuit Association (MIA), we are dedicated to providing a safe, respectful, and welcoming workplace for everyone. We believe in creating a workplace that reflects the spirit of community, respect, and understanding. Violence, in any form, has no place here, and we are committed to preventing it through proactive measures, open communication, and unwavering support for our team.

### **What is Violence?**

Violence is unacceptable at our organization and also against the law under Canada's Criminal Code prohibits violence. You have a right to live and work without being subjected to violence.

Violence includes:

- Using physical force or trying to use physical force against someone.
- Threats, words, or actions that make someone believe physical force will be used against them.

Examples of workplace violence include:

- Physical or sexual assault.
- Verbal abuse, swearing, or intimidation.
- Threatening behavior or vandalism of property.

At MIA, Violence of any kind is not tolerated. This policy outlines what to do if you are subjected to threats or violence at work, or if you become aware of a violent situation.

### **Code of Conduct**

A safe and respectful workplace starts with how we treat each other every day. At MIA, we believe that respect, professionalism, and open communication are the foundation of a positive environment. All employees are expected to work together respectfully, handle challenges calmly, and address conflicts constructively.

If you experience a workplace issue that feels unsafe or unmanageable, we encourage you to speak with your supervisor or seek support. Reporting concerns promptly ensures we can address them before they escalate. Together, we can create a workplace culture that supports everyone.



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## Staff Rights and Responsibilities

As an employee of MIA, you are expected to:

- Work respectfully with others and avoid violent or threatening behavior.
- Speak with your supervisor if there are issues you cannot resolve.
- Report any violence, threats, or concerns to your supervisor as soon as possible.
- Cooperate in investigations of violent incidents and keep information about investigations confidential.

To prevent and address all concerns related to violence, the organization (referring to 'the Manitoba Inuit Association') will:

- Take all reasonable steps to ensure employees are not subjected to violence.
- Act quickly to address violent behavior, including taking corrective action if needed.
- Protect the confidentiality of those who report violence, sharing only the minimum amount of information necessary to address the issue.

## Where Might Violence Happen?

Violence can happen anywhere, but certain situations or roles may be at higher risk. At MIA, some higher-risk scenarios may include:

- Working directly with clients, especially during challenging conversations.
- Handling disputes or navigating disagreements in the workplace.
- Managing confidential or contentious information.

We regularly assess risks and adjust our procedures to keep everyone safe.

## Reporting Violence

If you experience or witness violence:

1. **Call 911** if there is an immediate threat or danger.
2. Report the incident to your supervisor as soon as it is safe to do so.
3. Complete an **Incident Report Form** with your supervisor.

Supervisors will notify leadership and Workplace Safety and Health if the incident is serious.

## Investigating Incidents

When a violent incident occurs, MIA will:



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1. Investigate the situation with care and confidentiality.
2. Take steps to protect workers who may be at risk.
3. Review what happened to identify and address the cause of the incident.
4. Share the results of the investigation with the Safety Committee, leadership, and affected staff.

Recommendations from investigations will be implemented as quickly as possible to prevent future incidents.

### **Support After an Incident**

If you are affected by violence at work, MIA will support you by:

- Encouraging you to see a healthcare provider or counselor, if needed.
- Helping with transportation to medical facilities, if required.
- Maintaining your benefits during treatment or recovery.

MIA also offers access to counseling services through an employee support program.

If you need time off due to an injury, we will work with the Workers Compensation Board to ensure your needs are met.

### **Staying Informed**

Whenever risks of violence change, MIA will share relevant information with staff, ensuring we respect confidentiality laws. We are committed to keeping all employees informed and prepared.

This policy is here to protect everyone at MIA and create a workplace where all staff feels safe and respected. If you have questions or concerns, please speak to your supervisor or Human Resources.