

**Preventing and Responding to Incidents of Violence or Harassment
in the Workplace
WHAT THE LOCAL MINISTRY NEEDS TO DO
CHECK LIST**

There are four primary resources:

1. The HEART Program Manual.
2. A CD entitled "HEART Program Forms, Handouts, Recruitment Poster".
3. A CD and document entitled "The United Church of Canada Policies, Training and Program Materials".
4. Hamilton Conference website: <http://hamconf.org/violence-and-harassment-in-the-workplace-bill-168/>

- At your governing body (Official Board/Church Board/Church Council), begin with an agreement to **Holy Manners**. Have a discussion about violence and harassment, using the resource entitled: **Questions to Encourage Dialogue and Conversation Regarding Harassment and Violence** in the Workplace. This resource is found on the United Church CD in the document entitled "The United Church of Canada - Violence and Harassment Policies including Procedures, Measures and Programs."
- Carefully review the **Guide for Using the Violence and Harassment Materials** and note revisions to the HEART resources.
- Carefully review the policies included in **The United Church of Canada Policies, Training and Program Materials** CD and document. These include:
 - Occupational Health and Safety Act (OHSA) VIOLENCE POLICY
 - Occupational Health and Safety Act (OHSA) HARASSMENT POLICY
 - Ontario Human Rights Code HARASSMENT POLICY
- Customize the three policies for your workplace using the writeable Policies found on the **Hamilton Conference website** at <http://hamconf.org/violence-and-harassment-in-the-workplace-bill-168/>
- Pass a motion adopting the three policies by your governing body.
- Print the policies.
- Post the policies for all workers to see.
- Send a copy of the policies to the Conference office, cc to your Presbytery office, and include a copy of the meeting minutes adopting the policies.
- Identify which individual or individuals will be responsible to complete necessary surveys and documentation with regard to the Act.
- Ensure all current and future employees ("workers") are trained regarding their rights and responsibilities. Either provide them with login access to the online Bill 168 Employee Training webinar OR provide them access to the CD containing the training webinar. This CD is entitled **The United Church of Canada Policies, Training and Program Materials**.
- Complete the **Annual Policy Review & Update** form found on page 43 of the **HEART Program Manual** as well as on the CD
- Complete **Safety & Security Risk Factors Specific to our Company**, found at page 50 in the **HEART Program Manual** as well as on the CD that contains the forms and handouts.
- Complete **Job Description Review for Risks of Violence**, page 54 in the **HEART Program Manual** as well as on CD
- Coordinate Create Prevention Plans, page 114 in the HEART Program Manual and on the CD