

7.4 ABUSE PREVENTION

Updated: August 26 2021

Intent

The MPCC will not tolerate any form of physical, sexual, emotional (verbal) or psychological abuse or any form of neglect by its employees, contractors, Board Members or volunteers. The purpose of the policy is to identify behaviours that are unacceptable, and establish a mechanism for receiving complaints and dealing with complaints.

Policies and Procedures

1. The workplace Abuse Prevention policies and procedures apply to all workers including managers / supervisors, temporary employees, and contractors, as well as Board Members and volunteers.
2. Definitions of abuse include:
 - a. Physical Abuse – defined as, but not limited to, the use of intentional force that can result in physical harm or injury to an individual. It can take the form of slapping, hitting, punching, shaking, pulling, throwing, kicking, biting, choking, strangling or the abusive use of restraints.
 - b. Sexual Abuse – defined as, but not limited to, any unwanted touching, fondling, observation for sexual gratification, any penetration or attempted penetration with a penis, digital or object of the vagina or anus, verbal or written propositions or innuendos, exhibitionism or exploitation for profit including pornography.
 - c. Emotional (Verbal) Abuse – defined as, but not limited to, humiliating remarks, name calling, swearing at, taunting, teasing, continual put-downs.
 - d. Psychological Abuse – defined as, but not limited to, communication of an abusive nature, sarcasm, exploitive behaviour, intimidation, manipulation, and insensitivity to race, sexual preference or family dynamics.
 - e. Neglect – defined as, but not limited to, any behaviour that leads to a failure to provide services which are necessary such as withdrawing basic necessities a forms of punishment, failing to assess and respond to changes in health status and refusing or withdrawing physical or emotional support.
3. All stakeholders are required to report any incidents of abuse:
 - a. Incidents or complaints can be reported verbally or in writing. Writing complaints can be delivered to any manager / supervisor. When reporting verbally, the person to whom the report is made, along with the worker, will complete the report together.
 - b. In accordance with Ontario 'Child and Family Services Act' any suspected abuse or neglect of children must be reported to the Children's Aid Society (CSA).
<http://www.children.gov.on.ca/htdocs/English/childrensaidthereportedabuse/index.aspx#:~:text=In%20Ontario%2C%20it%20is%20the,suspected%20child%20abuse%20or%20neglect.&text=All%20suspicions%20of%20child%20abuse,to%20deliver%20child%20protection%20services>.
4. A report of the incident should include the following:
 - a. Name(s) of the worker / child who has allegedly experienced abuse and their contact information,

- b. Name(s) of the alleged abuser(s) and contact information, if known.
 - c. Names(s) of witness(es), if any, and other person(s) with relevant information to provide about the incident, and contact information, if known.
 - d. Details of what happened including date(s), frequency, and location(s) of the alleged incident(s)
 - i. Any supporting documents that may be relevant to the complaint.
 - ii. List of documents which a witness, another person, or the alleged abuser(s) may have in their possession that are relevant to the complaint.
5. Abuse incidents or complaints should be reported to the program supervisor. If the program supervisor is engaging in the abuse, contact the Executive Director. If the Executive Director is the person engaging in abuse, reporting should be done to the MPCC Chair.
6. The MPCC will ensure that an investigation appropriate to the circumstances is conducted when the employer, or supervisor becomes aware of an incident of abuse or received a complaint of abuse.
7. The Executive Director will determine who will conduct the investigation into the incident or complaint of abuse. If the allegations of abuse involve the Executive Director or Directors on the Board, the employer will refer the investigation to an external investigator to conduct an impartial investigation.
 - a. Where the alleged abuse victim is a child, the Children's Aid Society shall be advised immediately. The Children's Aid Society shall notify parents, police, school, professional organization or others as the CAS deems appropriate.
8. The investigation will be completed in a timely manner, and generally within ninety (90) days, unless there are extenuating circumstances.
9. During the investigation, the MPCC shall take steps to protect the alleged victim from their abuser(s) which may include, but not limited to, physical separation in the workplace; increased supervision, or suspension of the alleged abuser(s).
10. An investigation which returns a finding of abuse by an employees, contractor, Board Member or volunteer will result in the abuser(s) immediate dismissal from the Manor Park Community Council.
 - a. If an employee, the abuser(s) shall be terminated with cause.
 - b. The MPCC may contact the police to report the abuse.
11. To support the reporting of suspected abuse, the MPCC shall take no disciplinary action against the individual reporting in good faith.
 - a. Where an investigation returns a finding of abuse reporting in bad faith by an employee, contractor, Board Member or volunteer the MPCC will impose disciplinary action which may include, but not limited to, education, probation, or termination.
12. Stakeholders shall acknowledge their understanding of this policy and date and sign their compliance.