

Staff Safety Guidelines

Enacted February 16, 2018

1 Purpose:

The South House Board strives to ensure the safety of staff at all times, especially but not limited to when they are in public roles, and including when they are present at the centre. Above all, the Board prioritizes staff safety over political statements or actions.

2 Goals (of policy):

2.1 The Board has knowledge of staff identities and visible roles in the community that increase the likelihood for targeted harassment.

2.2 The Board implements strategies to prevent or minimize exposure to potential harassment and offers care and support if any harassment does occur.

3 Procedure:

3.1 Pre-emptive:

- i. The South House Board will work to identify any potentially sensitive events ahead of time, including but not limited to issuing media releases or media interviews.
- ii. The Board can use discretion to act on behalf of staff so that staff names and identities are not released during and in relation to these events.
- iii. The Board will appoint a media person beforehand to handle any follow up requests from the media or greater public in relation to these events.
- iv. The Staff-Board Liaison will check in with staff about the event and what is being communicated on behalf of South House. This Liaison will also check in with staff after the media event to flag if the staff feel unsafe in any way and highlight to the Board the need to move to Reactive Procedures (3.2). In the event that the Staff-Board Liaison is not available to operate in this role at any point, the Chair will act on their behalf or appoint another Board member to do so.

3.2 Reactive:

In the event that a staff member feels threatened or unsafe, the following will be put into place:

- I. The Staff-Board Liaison will create a schedule to hold hours so that staff can be offsite. In the event that no Board members or volunteers can hold hours, the centre will close so that staff can be offsite. The appointed media person from the Board will communicate the closure to the South House Community via social media and signage at the centre.
- II. In the event that staff wish to remain onsite, the centre can be closed to the public. The door to the centre can be locked and the lights dimmed. A statement that the centre is closed to the public will be circulated by the appointed media person.
- III. The Staff-Board Liaison will check in staff (including those not directly affected if applicable) and communicate any additional care and safety needs to the Board.

4 Communication of Policy:

The Staff Safety Guidelines will be made available to the Board via the shared documents Drive.