

## Ingersoll Support Services Inc.

### **Policy: Dealing with Staff Members where Abuse is Alleged**

**Policy # QAM 17**  
Section: Quality Assurance

Approved by the Board of Directors: *Sept. 22 2011*  
Procedure Revision:  
Review Date: November 19 2018

Ministry requirement –  
**QAM II.8**

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*Ingersoll Support Services in keeping with its mission and principles of service will not tolerate abuse of any kind by one person against another. Any employee or volunteer who abuses a person supported by the agency will be dismissed.*

#### **Procedure:**

#### **Dealing with Employees alleged to have abused:**

1. A determination regarding the employee who is alleged to have abused is ultimately made based on the outcome of the initial investigation by Police.
2. In the interim if an employee has allegedly committed an abuse they will be suspended from their current position and will be either provided alternate work or suspended with pay, for hours not exceeding their currently scheduled hours, pending the outcome of an investigation.
3. If the alleged abuser is found guilty, he/she will be dismissed immediately, with no recourse for reinstatement of employment.
4. Sexual abuse is a crime; physical abuse is common assault as defined by the Criminal Code of Canada. Criminal acts against a person supported by the agency are a betrayal of trust and confidence and will result in disciplinary action. (Refer to policy #5050 Standards of Conduct)
5. Where investigation by authorities does not lead to conviction of a criminal offence the agency reserves the right to subsequent investigation and disciplinary action based on the types of abuse as described in Policy QAM 15, Reporting Incidents of Abuse.

#### **Support to Employees Who Report Alleged Abuse by Other Employees:**

6. Employees will be supported throughout the process and protected from repercussions.
7. The Executive Director and the Board of Directors will evaluate the incident once it has been resolved to determine remedial action and training necessary for the parties

involved in reporting the incident and to review changes necessary to Policies and Procedures to avoid further incidents (as per Policy QAM 18).

8. Employees, or people accessing support from the agency, may be referred to community services for counseling and support if required.